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CIA HISTORICAL STAFF

The Support Services Historical Series

PERSONNEL RECORDS AND REPORTS:
CONTROL DIVISION, OFFICE OF PERSONNEL
1947-1971

ATTACHMENTS

Secret

OP-11

August 1972

Copy 2 of 3

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AND METHODS INVOLVED

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THE SUPPORT SERVICES HISTORICAL SERIES

OP-11

PERSONNEL RECORDS AND REPORTS:
CONTROL DIVISION, OFFICE OF PERSONNEL
1947-1971

ATTACHMENTS

25X1A *by*



August 1972

HISTORICAL STAFF
CENTRAL INTELLIGENCE AGENCY

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TRANSACTIONS AND RECORDS ACTIVITY
ORGANIZATIONAL LOCATION

Prior to 1949, the Transactions and Records activity reported to the Office of the Director of Personnel. Since 1949 the Transactions & Records function has organizationally reported to the following units (figures in parentheses represent authorized strength where known):

1949	Transactions & Records Division Personnel Overt Branch Transactions & Records Division Personnel Covert Branch
19 Apr 50	Personnel Division Overt (PDO) Transactions & Records Branch (9)
31 Dec 50	Personnel Division Covert (PDC) Transactions & Records Branch
31 Dec 50	Personnel Division Overt (PDO) TRB (16) Personnel Division Covert (PDC) TRB (14)
21 Feb 51	PDO/TRB (16) PDC/TRB (22)
7 Aug 51	PDO/TRB (16) PDC/TRB (27)
16 Aug 52	PDO/TRB (16) PDC/TRB (31)
3 Nov 52	PDO/TRB (16) PDC/TRB (41)
31 Dec 52	PDO/TRB (18) PDC/TRB (41)
9 Nov 53	PDO/TRB & PDC/TRB merged into Processing & Records Division PRD/TRB (42)
7 Jun 55	Processing & Records Division name changed to Records & Services Division RSD/TRB (42)

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15 Dec 58	Records Services Division RSD/TRB (40)
3 Jan 63	Records Services Division absorbed by Personnel Operations Division (POD) POD/TRB (31)
11 Apr 66	Records and Control Division established (RCD) RCD/TRB (28)
18 Jun 68	Control Division Established (CD) CD/TRB (24)

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EXAMPLE OF EARLY POSITION CONTROL REGISTER

Attached is a sample of the type Position Control Register used prior to the introduction of machine and computer-based registers. It was produced by photographing each of the trays of Service Record Cards maintained by the Position Control Section.

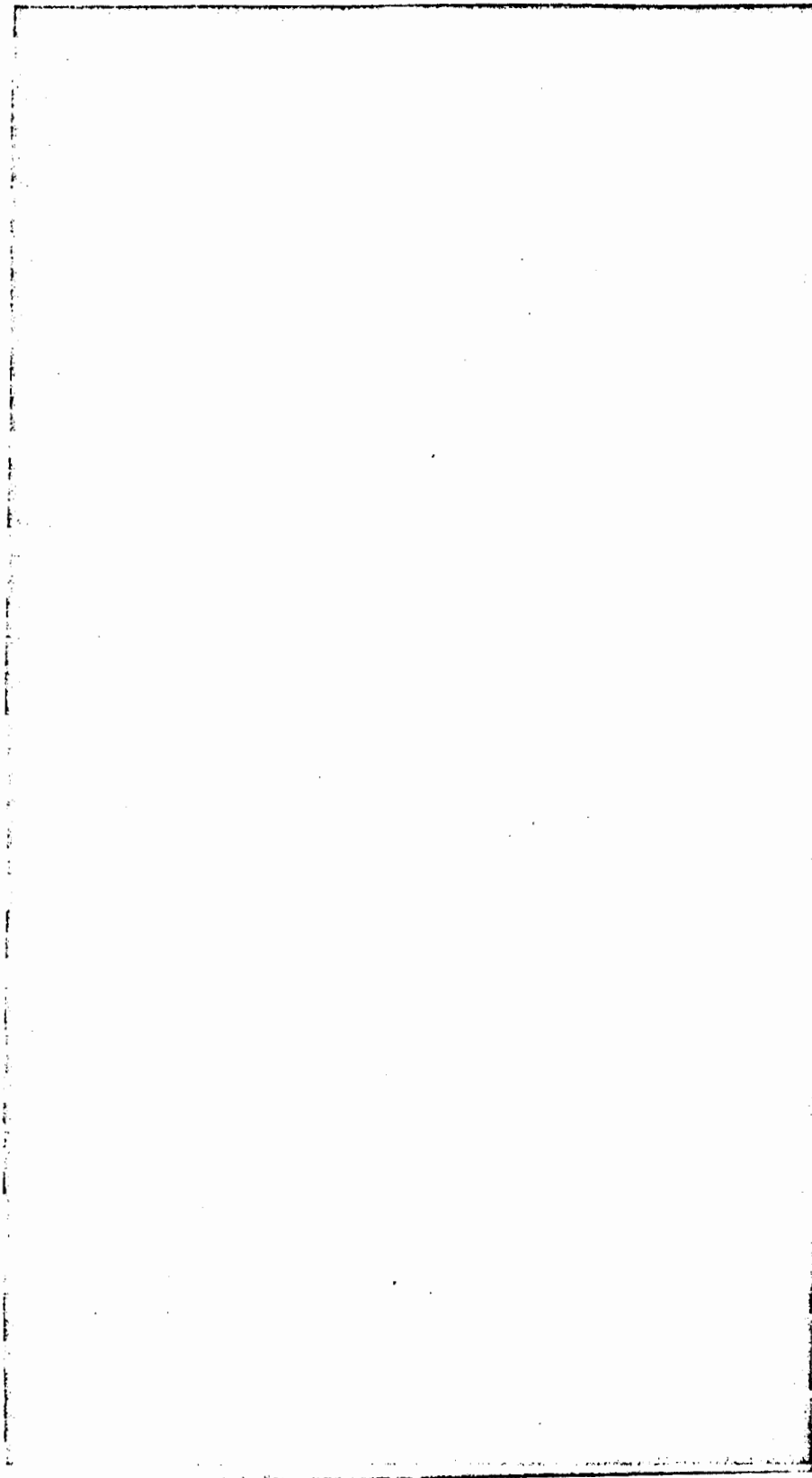
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CONTENTS OF OFFICIAL PERSONNEL FOLDER AND
INSTRUCTIONS FOR FILING MATERIAL IN FOLDER
Revised May 1970

Left Side

Records of temporary value. File in chronological order with latest paper on top.

1. Draft deferment and permission to leave the country.
2. Form 1152. Request for Personnel Action.
3. Form 337. Request for Security Clearance.
4. Form 1667a. Report of Interview.
5. Form 610. Routing and Record Sheet (Only those which contain information.)
6. Form 1076. Notice of Official Disability Claim File.
7. Interim letters.
8. Unsensitive, sterilized cables and dispatches relating to overseas assignment.
9. Miscellaneous correspondence.
10. Biographic Profile (bottom left side).
11. Form 879. Outside Activity Approval Request.
12. SF 127. Request for Official Personnel Folder (copy of request sent to Federal Records Center).
13. Application for Career Status in CIA.
14. Memo from TRB requesting CPD to provide dates of creditable Contract Service.

Right Side

Permanent records affecting the employee's status and service. File in chronological order within the categories outlined.

1. Form 198b, envelope for recharge cards.
2. Color photograph.
3. Cover memo, if any.
4. ACTIONS: Form 1150, Notification of Personnel Action; Contract Personnel Division memoranda verifying contract service (bottom of Actions).
5. FITNESS REPORTS: Fitness Reports, test results, training evaluations, outside training reports -- anything pertaining to tests or training.
6. OTHER: SF-144, Statement of prior Federal and Military Service; Military Status Questionnaire; Form 1451, Overseas Service Report; Form 61, Residence and Dependency Report; SF-61, Appointment Affidavit; Official letters of commendation and

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reprimand; security violation reports; Form 911a, Overseas Agreement; SF-53, Waiver of Life Insurance Coverage (obsolete); SF-176, Election, Declination or Waiver of Life Insurance; Memorandum of Understanding; SF-2808, Designation of Beneficiary; SF-1152, Designation of Beneficiary -- unpaid compensation deceased civilian employee; SF-54, Designation of Beneficiary -- FEGLI; SF-2809, Health Benefits Registration Form; SF-2810, Transfer of Health Insurance; Field Reassignment Questionnaire.

7. MEDICAL: Form 570, Request for Pre-Employment Medical Evaluation; Form 259, Request for Medical Evaluation.
8. PHS-SEC: Personal History Statement; college transcripts; Form 444, Series; Form 1962 Series, Language and Qualifications Code Sheet; Marriage to an Alien (if applicable); Security Approval (under all other CIA papers).
9. Other Agency Folders: Materials from other agencies where the employee previously worked. (Kept under all CIA material with a plain white sheet with a gray tab over it; occasionally, if volume of other agency material warrants it, a second volume is compiled, composed entirely of the other agency folder.)

RETIREMENT OF OFFICIAL PERSONNEL FOLDERS

Attached are instructions and procedures used for retirement of Official Personnel Folders for employees who have separated employment status with the Agency. The same procedure, developed in 1962, is in use today.

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17 September 1962

PROCEDURES FOR RETIRING OFFICIAL PERSONNEL FOLDERS OF FORMER AGENCY EMPLOYEES

The following procedures will be followed in retiring files of Agency employees at the time of separation:

- (a) Files Section will retire to the CIA Records Center one month after separation the complete file (including non-CIA service) of former employees who are:

25X1C

- (2) separating for military service,
- (3) separating to accept any non-staff appointment with the Agency, i.e., consultant, unslotted-WAE, overseas contract, etc.

25X1C

- (b) Files Section will separate out non-CIA service from all other resignee files one month after separation and:

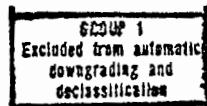
- (1) Prepare a standard Government folder with the service filed by Agency in chronological order with last service on top.
- (2) Prepare two separate lists: (1) for non-CIA service secured through the Civil Service Commission after March 1958, and (2) for files secured in the name of the Agency.
- (3) Forward three copies of the first list and two copies of the second list to Chief, Cover Support Section, Office of Security, for screening prior to release of files.
- (4) Upon return of one signed copy of these lists from the Office of Security, insert a short memorandum form in the CIA portion of the file indicating the date records of previous service are being forwarded to the Federal Records Center and a memorandum notification in the Federal Records Center portion of the file indicating that the record of additional service with the Agency can be secured by writing the Office of Personnel, CIA.
- (5) Ship to the Federal Records Center in separate boxes those records secured through the Commission and those secured in the name of CIA.

- (c) The Office of Security will forward a copy of the first list to the Civil Service Commission to purge their records.

- (d) For the purposes of record retirement, service with COI, OSS, SSU, and CIG will be considered as CIA service and will be retired to the CIA Records Center.

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RECORDS STORAGE REDUCTION PROGRAM

Attached is a package outlining the need for Records Reduction in the Agency. This project was undertaken in fiscal year 1969 and was completed the next year. The package contains proposals for elimination of material of no legal, historical, or administrative value from terminated Official Personnel Folders.

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15 October 1968

MEMORANDUM FOR:


SUBJECT : Records Management - Purging the Official
Personnel Folder of Duplicative or
Unnecessary Record Material

1. The matter of purging the Official Personnel Folder is brought to your attention inasmuch as there are numerous sources of input and responsibility for record material contained therein. At this time we are concerned with the Folders of employees who have separated from the Agency. The applicability of this proposal to Folders of on-duty employees will be considered at a later date.

2. When an employee separates his Official Personnel Folder is retained in the Office of Personnel, Headquarters File Room, for approximately six months before it is forwarded to the Records Center for storage. The necessity for having the Folder to respond to inquiries is most frequent immediately after an employee's separation and falls off sharply after the first year. The proposal contained in this memorandum will permit the retention of the Folder in Headquarters for over a year and also reduce the storage footage at the Records Center.

3. For security reasons the Agency is the "Office of Record" for that part of the Folder concerning Agency employment. The requirements for the establishment and maintenance of the Official Personnel Folder are set forth in Federal Personnel Manual Supplement 296-31, Table 8, "Contents of Official Personnel Folder." (Copy attached TAB-A) All required records, set forth in TAB-A, Section 1, "Permanent Records - Right Side of Folder," paragraphs a and b would be retained. All Agency developed records for purposes similar to those in this Section would also be retained. It is proposed that a review be made by responsible parties of records of the nature described in TAB-A, Section 2, "Temporary Records - Left Side of Folder", and a determination made regarding their disposition. They are listed in TAB-B.

4. Your comments on the disposition of the record material listed in TAB-B is requested by 1 November 1968. The Official Personnel Folder is required to be stored for a minimum of 56 years. Your comments should include recommendations for the use of the Folder for storage of material not now stored in the Folder with comparable retention requirements.


Deputy Director of Personnel
Plans and Control

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GROUP 1
Excluded from automatic
downgrading and
declassification

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Table 8. Contents of Official Personnel Folder

SECTION 1. PERMANENT RECORDS— RIGHT SIDE OF FOLDER

a. Designation and order of filing. The personnel records and documents listed under b, c, and d of this section affect the employee's status and service and have been designated as permanent records by the Civil Service Commission. All records and documents so listed shall be filed on the right side of the Official Personnel Folder in chronological order, except that:

(1) Any listed document obtained for, or related to, a particular personnel action may be filed immediately below the Standard Form 50 covering the action.

(2) The latest Standard Form 57 may be filed above other documents to facilitate review for promotion, etc.

(3) When the Standard Form 58 is used to update an employee's experience and education, it should be filed next to and immediately above the latest SF 57.

b. Permanent records and documents originating with appointment action. (1) SF 15, Veteran Preference Claim (or equivalent).

(2) SF 50 (or equivalent), Notification of Personnel Action (including letters of appointment where SF 50 was not issued), covering appointment action.

(3) SF 50-A (or equivalent), Notice of Short Term Employment.

(4) SF 51, Request for Insurance (only that portion containing decision of ~~ORZOL~~—part D).

(5) SF 52 (or equivalent), Request for Personnel Action, when used as an appointment document in lieu of SF 50.

(6) SF 53, Waiver of Life Insurance Coverage.

(7) SF 54, Designation of Beneficiary—~~VEOL~~ (only the most recent one).

(8) SF 57, 57A, 58, or 60 (or equivalents), and examination papers as follows:

(a) Application for Federal Employment and supplemental application forms: earliest form; latest form; the latest one bearing certification of eligibility for veteran preference; any one which was used as the basis for rating in an unassembled civil service examination; and →the latest application← returned by the Commission showing the results of investigation (i.e., bearing a notation that the case was processed, discontinued, or results were furnished to the agency). →Earlier applications containing investigatory notations need not be retained unless required for other reasons.←

(b) Civil service examination papers, including papers resulting from tests administered by the agency, and including the application to which attached.

(NOTE: One year after appointment, agencies may, if they desire, remove and destroy the answer sheets for 'assembled examinations, including stenographic transcriptions and typing tests.' Declaration sheets filed with examination papers may be removed and destroyed five years after appointment.)

(9) SF 61 (or equivalent), Appointment Affidavits.

(10) SF 61a (or equivalent), Civil Officer Appointment Affidavits.

(11) SF 70 (or CSO Form 12, or equivalents), Proof of Residence.

(12) SF 78, Certificate of Medical Examination (or equivalent); Health Qualification Placement Record; and any other medical record of an examination to determine an employee's

* Review restricted as indicated in FPM chapter 293, subchapter 2; however, the examination papers may be inspected by the Commission at any time.

apart from the Official Personnel Folder during an employee's service with an agency, the agency must file them in the folder when the employee is transferred or is separated. (For disposition of other medical records, see FPM chapter 293, section 3-4.)

(13) Investigative forms and documents:

(a) SF 84, Request for Report on Loyalty Data (returned copy bearing notice of processing).

(b) SF 85, Data for Nonsensitive or Non-critical-Sensitive Position (signed carbon copy—upon separation, see appendix A, subchapter S3).

(c) SF 86, Security Investigation Data for Sensitive Positions (signed carbon copy—upon separation, see appendix A, subchapter S3).

(d) Notice of final results of investigation for Federal employment. (In nonsensitive cases investigated by the Commission, the returned application showing the results of investigation meets this requirement. In all other cases, include a statement or other evidence showing the decision and indicating that the investigative requirements for Federal employment have been met. A reference to clearance for access to classified information under Executive Order 10501 does not meet this requirement.)

(e) Notice of final result of processing under Executive Order 9835, such as the application form returned by the Commission stamped "Processed under E.O. 9835, part 1, sec. 3," or notification from a former regional loyalty board of the Commission or from a former agency loyalty board.

(Note: Investigative material and reports will not be made a part of the Official Personnel Folder, see FPM chapter 730, subchapter 5. Replies to agency preemployment vouchers and inquiries shall not be filed on the right side of the folder, see FPM chapter 731, subchapter 1.)

Civilian and Military service, when it:

(a) Records service not reflected by any other official record.

(b) Sets forth evidence upon which competitive status has been determined.

(c) Sets forth a cumulative record for leave purposes or one for this purpose which differs from any other cumulative record in the file.

(d) Is used to determine creditable service and service data for reduction in force purposes.

(15) SF 2809, Health Benefits Registration Form.

(16) SF 2810, Notice of Change in Enrollment Status.

(17) CSC Form 2800a, Proof of Selection for Career (or Career-Conditional) Appointment (or Proof of Selection for Competitive Status Appointment).

(18) CSC Form 2800b, Authorization of and Proof of Selection for Career-Conditional Appointment.

(19) Evidence of date of birth.

(20) Forms or letters from the Civil Service Commission which authorize competitive status, a noncompetitive appointment, or an excepted appointment.

(21) CSC Forms 492 and 617 (or equivalents) applications to establish eligibility for reinstatement under Public Laws 84-350 and 85-847.

(22) Records and documents in the Service Record File transmitted to agencies by the National Personnel Records Center are to be filed on the right side of the folder as directed under subchapter S6 of appendix A.

(23) Statements of duties and responsibilities of expert and consultant positions which were prepared to show that the job actually requires the services of an expert or consultant.

c. Permanent records and documents originating during the employee's service. (1)

(2) SF 50 (or equivalent), Notification of Personnel Action, or other standard form used to record a personnel action not reported on SF 50, such as SF 1126, Payroll Change Slip effecting a change in basic rate of compensation, or SF 52 when used to record a special assignment or a detail in excess of 30 days.

(3) Form CA 1, Employee's Notice of Injury or Occupational Disease (only when no report is made to the Bureau of Employees' Compensation).

(4) Forms or letters from the Civil Service Commission which:

- (a) Authorize competitive status.
- (b) Cancel competitive status.
- (c) Verify competitive status, veteran preference, or service history.
- (d) Approve membership on boards of examiners.
- (e) Authorize a personnel action.
- (f) Disapprove personnel actions because of the nonexistence of competitive status.

(5) CSC Forms 493 and 618, applications for conversion to career or career-conditional appointment under Public Laws 84-380 and 85-847. (These forms will also show agency or Commission action on conversion.)

(6) Agency recommendation for conversion to career appointment in postal field service under Public Law 84-836. Also, applications for conversion under the law if employee was not eligible or was not recommended by the agency.

(7) Training:

- (a) Records of all training courses completed (except short periods within an agency that would have no bearing on the person's employment elsewhere; for example, orientation training, training in methods of assembling and routing correspondence in the agency).
- (b) Records of any other period of training that exceeds 40 hours conducted by, in,

or through non-Government facilities under authority of chapter 41 of title 5, United States Code.

- (c) Letters from the Civil Service Commission (or appropriate references thereto) authorizing waivers and exceptions from the provisions of the law.

Important: All training conducted by, in, or through non-Government facilities under authority of chapter 41 of title 5, United States Code whether or not completed, which exceeds 40 hours must be identified in such a way as to insure compliance with the law's prohibition against more than one year of that training during any 10-year period of civilian employment.

(8) Notices of Outstanding and Unsatisfactory Performance ratings (include notice of warning when unsatisfactory rating is filed and any appeal decisions sustaining the rating). If decision is later made that an unsatisfactory rating was erroneous, the warning and unsatisfactory rating must be removed from the right side of the folder.

(9) Evidence of awards under title 5 of the United States Code, Chapter 45, Incentive Awards.

(10) Official letters of commendation evidencing performance of official duties (or duties not under Government control but related to performance in Government service) clearly above the quality which is normally expected in the performance of those duties. (Do not include papers such as letters evidencing participation in matters of a civic, religious, or professional nature unless the communication is in the nature of a commendation for exceptional quality of performance related to Government service, letters of appreciation written to groups of employees upon change of supervisory officials, or letters about performance of overtime.)

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(12) Election (form, memorandum, letter) to continue and pay the full cost of (a) life insurance coverage, or (b) enrollment in a health benefit plan, or (c) to receive and pay the full cost of retirement credit while on approved LWOP to serve as an officer or employee in an employee organization.

d. Permanent records and documents originating with separation. (1) SF 50 (or equivalent), Notification of Personnel Action covering separation.

(2) SF 56, Agency Certification of Insurance Status (triplicate copy).

(3) SF 1150 (or equivalent), Record of Leave Data Transferred, except in separations by death or in separations before the employee completes one full pay period on the agency's rolls when he has no leave to his credit on the basis of prior service. (If employment is in a position subject to the same leave system, the employing agency may remove the SF 1150 from the Official Personnel Folder and forward it to the office responsible for the leave records.)

(4) (a) Resignation signed by employee (that is, a letter or statement signed by the employee; Standard Form 52 when the employee signs and submits this form as his resignation).

(b) Resignation—oral (statement by the

★ ★ ★ ★ ★
(5) Court order, transcript of, in separation for legal incompetence.

(6) Agency notice of retirement or Commission notification of approval of application for disability retirement.

(7) Physical examination conducted in connection with disability retirement or separation for disability, correspondence, and other documents relating to medical history.

SECTION 2. TEMPORARY RECORDS—LEFT SIDE OF FOLDER

Papers about a person which are not specified for filing on the right side of the Official Personnel Folder are considered as temporary records and filed on the left side of the folder. Because these records vary widely from agency to agency, no list of them is included in this table. Some examples are: Requests for personnel action, letters of reference, performance ratings (other than Outstanding or Unsatisfactory), debt and draft correspondence, any extra copies of reduction-in-force notices that are in addition to those retained with reduction-in-force files and records, and admonishments, letters of caution, warning, reprimand, and similar disciplinary action papers.

ITEMS FOR CONSIDERATION FOR PURGING FROM THE OFFICIAL PERSONNEL

FOLDER SEVERAL MONTHS AFTER AN EMPLOYEE HAS SEPARATED

<u>Form No.</u>	<u>Form Title</u>
1200	Biographic Profile & Jacket
-	Applicant Information Sheet # 1
-	Applicant Correspondence
377	Request For Security Clearance
540	Travel Orders
610	Routing & Record Sheets (5 yrs old)
-	Card Notifications of Eligibility
-	" " of Non-Eligibility
-	Picture
444c	Language Record Data
536	Military Status Questionnaire
-	Memo: Re-Reading of [REDACTED] 25X1A
259	Request For Medical Evaluation
570	" " Pre-Employment Medical Evaluation
1962	Master Qualification Coding Record
1962A	Language Code Sheets
1962A	Qualification Code Sheets
894	Employee Information Agreement
-	Retirement Understanding
-	Training Reports & Test Results
	(Reports of Courses of 40 hrs. by, in or through non government facilities must be retained.)

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Form No.

Form Title

	Cable Traffic & Dispatches
-	Copies of Military Orders
-	File Separators
444	Duplicates of PHS, etc
-	In-Out Casual Sheets
879	Outside Activity Approval Request
SF127	Request for Official Personnel Folder
37-152	Memo Accompanying Personnel Qualifications Questionnaire
2526A	Memo of Call to Establish EOD Date
928	Career Service Action
1451A	Verified Record of Overseas Service (Code Sheet)
575	Selective Service Action Request (Form Seeking Deferment/Permission to leave U.S.)
1076	Request For Advance Sick Leave
911	Notification (to employees) of acceptance for employment

MISCELLANEOUS FORMS-MEMO'S, Etc

- Letters Requesting Outside Training
- Application For Career Status in CIA
- Notification of Membership in Career Service
- Summons For Jury Duty
- Memorandum of Telephone Call
- Memorandum of Understanding (Concerning Travel Expenses)

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Form No.

Form Title

1076

Notice of Official Disability Claim File
(might be of Legal significance in case
of disab, ret) (Form states that claim
is on file with BSD)

Memo notifying employee of assumption of
non-application for Career Status

Credit Letters

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EXAMPLE OF USE OF SERVICE RECORD
CARD IN RECEIPTING OF FITNESS REPORTS

Prior to March 1959 the Position Control Section of the Transactions and Records Branch was responsible for receipting of executed Fitness Reports. This was accomplished by noting the due date, date of office forwarding of the report, and date of receipt in the Office of Personnel. The type of report (i.e., Annual, Initial, or Special) was also recorded. The month the report was due was evidenced by a colored numbered Tab indicating the number of the month report should be received. An example of notation made on card is shown on top inside of Service Record Card.

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9. PHYSICAL IMPAIRMENTS	10.
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12. RETENTION SUBGROUP	13. SERV. COMP. DATE	14.
	MONTH—DAY—YEAR	

U. S. GOVERNMENT PRINTING OFFICE 16-54909-5[illegible]

17. LAST NAME—FIRST NAME—MIDDLE INITIAL	18.	XX XX
DOE JOHN A.		

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TABLE OF ORGANIZATION CHANGE AUTHORIZATION

Control Number 478, 29 May 1954

Attached is the change which authorized the establishment
of the Statistical Reporting Branch.

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Next 1 Page(s) In Document Exempt

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CENTRAL INTELLIGENCE AGENCY STRENGTH REPORT

As of 17 September 1947

Attached is one of the first personnel strength reports to be published after the Central Intelligence Group (CIG) became CIA.

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CENTRAL INTELLIGENCE GROUP PERSONNEL REPORTS

Attached is the earliest of a series of CIG strength reports dating back to 7 March 1947.

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Next 12 Page(s) In Document Exempt

Attachment L

Next 5 Page(s) In Document Exempt

MULTIPLE LAYOUT FORM FOR
ELECTRIC ACCOUNTING MACHINE CARDS

Attached is a form that was used in early 1951 to code selected data from Personnel Actions to be keypunched for EAM input and retrieval.

MULTIPLE LAYOUT FORM FOR ELECTRIC ACCOUNTING MACHINE CARDS

BRANCH OFFICE NO.

INTERPRETER SPACING

DATE

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

EMPLOYEE DATA			CIVILIAN AND MILITARY EMPLOYMENT			FOREIGN LANGUAGES			DESIGNATION			CUSTOMERS NAME & NO.		
EMPLOYEE SERIAL NUMBER	LAST NAME	DATE	PRIMARY	#1	#2	#3	#4	#5	ORG.	CODE	DATE	PRIMARY	DATE	CUSTOMERS NAME & NO.
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
11	11	11	11	11	11	11	11	11	11	11	11	11	11	11
12	12	12	12	12	12	12	12	12	12	12	12	12	12	12
13	13	13	13	13	13	13	13	13	13	13	13	13	13	13
14	14	14	14	14	14	14	14	14	14	14	14	14	14	14
15	15	15	15	15	15	15	15	15	15	15	15	15	15	15
16	16	16	16	16	16	16	16	16	16	16	16	16	16	16
17	17	17	17	17	17	17	17	17	17	17	17	17	17	17
18	18	18	18	18	18	18	18	18	18	18	18	18	18	18
19	19	19	19	19	19	19	19	19	19	19	19	19	19	19
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BEST COPY
AVAILABLE

6 February 1953

25X1A

[REDACTED]
Research & Planning Staff
Room 1118, 1 Building

25X1A

Dear [REDACTED]

I would like to express my sincere appreciation for the effort you devoted to preparing a statistical analysis which required you to work until 2:00 AM this morning. By your untiring efforts, we have been able to meet an extremely short deadline.

Your devotion to duty reflects great credit upon yourself and the Personnel Office.

A copy of this commendation will be made a part of your official record.

Sincerely,

25X1A

[REDACTED]
Assistant Director (Personnel)

OPD:CWC:bks

1 - AD/P

✓ 1 - Subject's File

1 - OPD

RESTRICTED

TR-4-4715

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

DEC 17 1953

25X1A

MEMORANDUM FOR:

Chief, Group C. Research and Planning Staff
Personnel Office

THROUGH : Personnel Director

SUBJECT : Commendation

1. During recent weeks you and your unit have been called upon to supply, on short notice, accurate and up-to-date personnel statistics. The manner in which these figures have been produced, as well as their accuracy, has contributed substantially to the budget proceedings.

2. The history of personnel statistics in the Agency is not without criticism and some of it with considerable justification. Since you have assumed responsibility for this function there has been a marked improvement. Particularly, during the recent budget discussions, personnel statistics withstood the test of alleged inaccuracies. This demonstrated that an extremely creditable job had been accomplished which reflects favorably on you and the other individuals concerned with this work.

25X1A

L. K. WHITE
Acting Deputy Director
(Administration)

25X1A

cc: Personnel File

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RESTRICTED

Security Information

Approved For Release 2000/04/18 : CIA-RDP90-00708R000200170001-9

SECRET

30 April 1954

MEMORANDUM FOR: Assistant Director for Personnel

SUBJECT : Commendation.

1. As you know, the Chairman of the House Appropriations Committee, during the Hearing on CIA's Fiscal Year 1955 request for appropriations, indicated that he desired certain personnel statistics which had not heretofore been submitted to the Committee; such statistics had never, in fact, been assembled in CIA.

2. Through the cooperation of the Office of Personnel, and particularly of [REDACTED], Chief, Research Branch, Plans, Research, and Development Staff, this information was assembled in a minimum of time and in a meaningful way, supplying an over-all personnel picture to the Director for the first time and enabling him to submit a part of the information to the Chairman of the House Appropriations Committee with a minimum of security risk.

25X1A

3. I feel that this performance was over and above that which one might ordinarily expect and desire to commend the Office of Personnel and, particularly, [REDACTED] for their splendid cooperation in this matter.

25X1A

25X1A

[REDACTED]
L. K. WHITE

Acting Deputy Director
(Administration)

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SECRET

CARD FILESPERSONNEL STATUS FILE

1

The Personnel Status File # 1 incorporates pertinent information of employee-to-Agency relationship. The status card is intended to be nothing more than an actual transcript of official status changes reflected on Form-50.

The following information is contained in the # 1 Status Card.

a. EMPLOYEE SERIAL NUMBERCOLS. 1-6

Employee serial number is assigned at the time of EOD. The first number (left to right) is a prefix to denote the funds under which Staff Employees are paid, and is used to denote status cards other than staff employee.

Vouchered prefix --(1)
Unvouchered prefix --(5)

b. EMPLOYEE NAMECOLS. 7-24

As reflected on the Form 50.
Punched: Last, First, Middle Initial (if possible)

c. DATE OF BIRTHCOLS. 25-28

As reflected in Item # 2.
Punched: Month and Year. (2 digits each)

d. LAST PERSONNEL ACTIONCOLS. 29-36

As reflected in Items # 5 and # 6.

Type - 2 digits - cols. 29-30

Date:

Month- 2 digits - cols. 31-32

Day " " - cols. 33-34

Year " " - cols. 35-36

e. POSITION NUMBERCOLS. 37-42

The official position number assigned to each employee which corresponds to the position number reflected on the official T/O.

PERSONNEL STATUS FILE

1 CARD

f. OCCUPATIONAL SERIES CODECOLS. 43-48

A six (6) digit numeric code used in lieu of the (20) digit alphabetic position title. Reflected in Item # 8, Form - 50.

g. GRADECOLS. 49-50

Reflected in Item # 9, Form - 50.
Punched as numeric codes as follows:

GS - 01-18
EB - 50-74
WBS - 81-95
UNGRADED - 99

25X1C

h.COL. 51

An identifying punch (x-51) is placed in all status cards in order that the GS Grade can be shown in the status cards, but provides a record of all integers.

i. ORGANIZATIONAL CODECOLS. 52-57

A six (6) digit numeric code which is used to identify the employee in relationship to the "Organizational Designations" reflected in Item # 10, Form - 50.

Office - cols. 52-53
Division " 54-55
Branch, etc. 56-57

j. FUNDS-HEADQUARTERSCOL. 58

Reflected in Item # 11 and Item # 12, Form - 50.
Coded and punched as follows:

1 - Dept. UV	2 - Dept. VCh.
3 - Fld. U.S. UV	4 - Fld. U.S. VCh.
5 - Fld. Frgn. UV	6 - Fld. Frgn. VCh.
7 - Fld. Frgn. Project (under ceiling)	8 - VCh. Project (over ceiling)
9 - Fld. Frgn. Project (over ceiling)	

k. VETERANS PREFERENCECOL. 59

Reflected in Item # 13, Form - 50.

Coded and Punched as follows:

No Vets. Pref. --- 0	Wife or widow of
5 Pt. Vet.	Ex-service man ----- 3
WW1	
WW2 ----- 1	Mother of Ex-service
10 Pt. VET.	man ----- 4
WW1	
WW2 ----- 2 - 175 -	

PERSONNEL STATUS FILE

1 CARD

1. BASIC ORIENTATION COURSES

COL. 60

As reflected in Item # 14 (left side of block) - Form - 50.
Coded and Punched as follows:

If Blank	----	0	As of	----	7
BOC (CS)	----	1	As of	----	
BOC (I)	----	2	As of	----	
BOC (SUP)	----	3			
BOC (EX)	----	4			

m. SERVICE DESIGNATION

COLS. 61-62

As reflected in Item # 14 (right side of block) - Form 60.
Punched as reflected.

n. SEX-RACE

COL. 63.

As reflected in Item # 15, Form - 50. (Item # 16, also)
Code and Punched as follows:

Male - White	----	1	Female - White	----	2
Male - Colored	----	3	Female - Colored	----	4
Male - Other	----	5	Female - Other	----	6

o. APPROPRIATION NUMBER

COLS. 64-67

As reflected in Item # 17, Form - 50.
The first four digits from left to right (excluding the first digit which is used to signify the fiscal year) is punched.

p. COUNTRY AND CITY CODE

COLS. 68-72

A five (5) digit numeric code which places the employee in a geographic area as reflected in Item # 11, Form - 50.

3 digits - country
2 digits - city

q. AGENCY GROUP CODE

COL. 73

A single digit code which places the employee in the major component to which assigned, i.e., DD/S, DD/P, etc.

r. CURRENT SERVICE EOD DATE

COLS. 74-79

Month, Day, and Year as reflected in Item # 21, Form 50.

s. CARD NUMBER

COL. 80

Card # 1.

STANDARD FORM 50 (7 PART)
REV. APRIL 1961
PROMULGATED BY
U.S. CIVIL SERVICE COMMISSION
CHAPTER XI, FEDERAL PERSONNEL MANUAL

SECRET
(WHEN FILLED IN)

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR., MRS., ONE GIVEN NAME, INITIAL(S), AND SURNAME) Miss Jane D. Doe 116705		2. DATE OF BIRTH 15 June 1925	3. JOURNAL OR ACTION NO. XXXXXX	4. DATE 10 April 1955
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) REASSIGNMENT 56		6. EFFECTIVE DATE 11 April 1955	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 59 USCA 403 J	
FROM Tab Equip. Opr Z 564.01 GS -0359.03- 4 DD/I - OCD Biographic Register Div. Index Branch Card Punch Section		8. POSITION TITLE File Clerk Z 399.01 ES-0305.01-4 \$3255 p.a. DD/I - OCD Graphics Register Div. Photo Branch Services Section 120213 Wash. D.C. 2	TO	
9. SERVICE, STATUS, GRADE, SALARY		10. ORGANIZATIONAL DESIGNATIONS		
11. HEADQUARTERS		12. FIELD OR DEPT'L FIELD XX DEPARTMENTAL		
13. VETERAN'S PREFERENCE NONE WWII OTHER S-PT. 10 POINT (X) X		14. POSITION CLASSIFICATION ACTION NEW VICE I.A. REAL SD-CD		
15. SEX F	16. RACE W	17. APPROPRIATION FROM: 6-5505-20 TO: 6-5621-20		18. SUBJECT TO C.S. RETIREMENT ACT (YES-NO)
19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)		20. LEGAL RESIDENCE CLAIMED <input checked="" type="checkbox"/> PROVED <input type="checkbox"/> STATE:		
21. REMARKS: (7) TOD offer NOTE! THIS IS A CONFIDENTIAL FUNDS ACTION FORM. VOUCHERED ACTIONS DO NOT HAVE "CF" SUPERIMPOSED ON THEM. SAMPLE				
ENTRANCE PERFORMANCE RATING:				
22. SIGNATURE OR OTHER AUTHENTICATION				

SECRET

1. EMPLOYEE COPY

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35X1A

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~~SECRET~~
Security Information

Chief, Machine Records Branch

30 March 1953

25X1A
[REDACTED]

Project Codes

25X1A

1. Attached hereto is a list of selected Project [REDACTED] applicable to organizational designations included on certain personnel actions previously transmitted to you by the Personnel Office. To facilitate the necessary control of previous and future personnel actions involving projects, a slight change in your current codes is believed desirable which, if implemented, would provide a "parent organizational code" comparable to "parent organizations" on Regular T/O's and personnel.

2. If you agree that such a change would facilitate your controls and mechanical reporting, it is requested that the Project codes now punched in columns 38 and 39 of the Personnel Status Card be reproduced into columns 40 and 41. It is further requested that the appropriate Office code as shown in the right hand column of the attached list (second and third digits) be punched in columns 38 and 39 of the appropriate Personnel Status Card. Code 99 should be maintained in columns 36 and 37. Please advise this Staff as soon as the above change has been completed.

3. In the event that a personnel action is received by your Office for a Project not shown on the attached list, it is requested that this Staff be contacted in order that we may provide you with the appropriate code.

25X1A
[REDACTED]

Attachment

~~SECRET~~
Security Information
- 179 -

JUL 6 1951

PERSONNEL OFFICE

Organizational
Codes

✓ Personnel Office	32 05 00
Office of Personnel Director	32 05 00
Personnel Studies and Procedures Staff	32 05 01
✓ Personnel Division (Overt)	32 05 10
Placement Branch	32 05 11
Transactions and Records Branch	32 05 12
Testing Standards - Training Branch	32 05 13
Personnel Relations Branch	32 05 14
Personnel Procurement Division	32 05 40
Classification and Wage Administration Division	32 05 50
Personnel Division (Covert)	32 05 60
Office of the Chief	32 05 60
Placement Branch	32 05 63
Transactions and Records Branch	32 05 64
Transactions Section	32 05 65
Appointment Unit	32 05 66
Status Unit	32 05 67
Overseas Section	32 05 61
Records Section	32 05 68
Position Inventory Unit	32 05 69
Reports Unit	32 05 70
Files Unit	32 05 71
<i>Conf. Proc. Br.</i>	
Personnel Relations Branch	32 05 62
Military Personnel Division	32 05 30
Officers	32 05 31
Enlisted Personnel	32 05 32
Civilian Personnel	32 05 33
Temporary Authorization	
Personnel Office	
Personnel Pool	32 05 99

S-E-C-R-E-T
Security Information

MONTHLY PERSONNEL STATISTICAL REVIEW
(MPSR)

JANUARY 1963

CENTRAL INTELLIGENCE AGENCY

S-E-C-R-E-T
Security Information

MONTHLY PERSONNEL STATISTICAL REVIEW

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6. DDI Gains and Losses	Table DDI-4
7. DDI Separations from CIA	Table DDI-4
8. DDI Promotions	Table DDI-5

S-E-C-R-E-T
Security Information

~~CONFIDENTIAL~~

16 MAR 1956

MEMORANDUM FOR: Chief, Records and Services Division

SUBJECT: Review of Content of MPSR's

1. Following discussion with the DD/S, the ADD/S has requested that we make an informal survey on the MPSR to determine from our customers whether:

a. All of the content is necessary and useful to them on a monthly basis; and,

b. Some useful and necessary items are not included.

2. Without intending to predict the results of this review, it seems probable that some information which is necessarily compiled on a regular basis could be eliminated from the MPSR and furnished to other officials only on a special request basis.

3. It is suggested that this survey be timed with the publication of the next MPSR and that the results be reported as soon thereafter as practicable.

25X1A

Executive Officer
Office of Personnel

- 184 -

~~CONFIDENTIAL~~

29 MAR 1956

MEMORANDUM FOR THE RECORD

SUBJECT: Interim Report on MPSR Survey

25X1A 1. As of 29 March 1956 the outstanding reports to be received on the informal verbal survey of the usefulness of the MPSR are from [REDACTED], Office of the DDS, [REDACTED] Office of the Comptroller and the Office of Personnel Division Chiefs. 25X1A

25X1A 2. The replies thus far received have varied all the way from the report being completely useless -- Management Staff, [REDACTED] - to the report being exactly what is needed and no changes should be made as indicated by [REDACTED], Office of the Director. 25X1A

3. In general, however, it is felt that Table 1 is essential and also Table 3. The tables on promotions, grade distribution and separations could be furnished the various personnel on a quarterly basis with no impairment of their usefulness to the users of this report.

4. The separation Tables 8, 8a, 9 and 9a are not essential except on a spot survey basis. The applicant gain and loss report is useful only to [REDACTED] 25X1A

25X1A 5. The table on miscellaneous personnel is needed by [REDACTED] Office of the DDI, but is not considered sufficiently comprehensive to be useful by DDP.

25X1A 6. A meeting has been arranged with [REDACTED] for 3 April 1956 to complete the check of the usefulness of this report. [REDACTED] will furnish to this Branch his recommendations by Tuesday also. 25X1A

25X1A

[REDACTED]
Chief, Statistical Reporting Branch

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours
001847	25X1A	03 200 V	
5. OLD SALARY RATE		NEW SALARY RATE	
Grade	Step	Salary	Effective Date
GS 15	3	\$16,695	09/
6. TYPE ACTION			
PSI	LSI	ADI	

8. Remarks and Authentication

JOB #

138-8

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FREQUENCY

MONTHLY

DESCRIPTION

PERIODIC STEP INCREASE NOTICES ARE PREPARED 60 - 90 DAYS IN ADVANCE. SUPPORTING CHECK LISTS ARE ALSO SUPPLIED.

SIGNATURE

PAY CHAUGE NOTIFICATION

Form 560
9-61

Obsolete Previous Edition
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25X1A

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NOTIFICATION OF PERSONNEL ACTION

1005 10/31/67

1. SERIAL NUMBER 25X1A		2. NAME (LAST-FIRST-MIDDLE) HELMS RICHARD	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT		4. EFFECTIVE DATE NO. DA YR 10 31 67	
5. CATEGORY OF EMPLOYMENT		6. CSC OR OTHER LEGAL AUTHORITY	
7. FINANCIAL ANALYSIS NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY	
9. ORGANIZATIONAL DESIGNATIONS DCI/OFF OF DCI		10. LOCATION OF OFFICIAL STATION WASH., D.C.	
11. POSITION TITLE DIRECTOR		12. POSITION NUMBER 0001	
13. CAREER SERVICE DESIGNATION D		14. CLASSIFICATION SCHEDULE (GS, LB, etc.) PL	
15. OCCUPATIONAL SERIES 0000.01		16. GRADE AND STEP 19	
17. SALARY OR RATE		18. REMARKS	

SIGN

Job #	# Copies	Prog #	Frequency
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DescriptionNotification of Personnel Action (Short
Forms, computer generated)Form 11503
7-66 MFO, 9-66Use Previous
Edition

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84	84	84	84
85	85	85	85
86	86	86	86
87	87	87	87
88	88	88	88
89	89	89	89
90	90	90	90
91	91	91	91
92	92	92	92
93	93	93	93
94	94	94	94
95	95	95	95
96	96	96	96
97	97	97	97
98	98	98	98
99	99	99	99
100	100	100	100

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(EACH AGENCY DIRECTORATE
IS REPORTED SEPARATELY):

DESCRIPTION

AGENCY SUMMARY - STAFFING COMI

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OFFICE OF PERSONNEL
COMPUTER PRODUCED REPORTS HANDLED BY SRB
AS OF 22 SEPTEMBER 1970

PROJECT TITLE	PROJECT NAME	NUMBER OF REPORTS
I REPORTS DISTRIBUTED BUT NOT USED BY SRB:		
A. Contract Personnel Accounting	PERCON	26
B. Credit Union	CREUNION	5
C. Personnel Hospitalization	PERSHOSP	24
D. Personnel Insurance	PERSINS	33
E. Personnel Honors, Awards, Merits	PERHAM	5
TOTAL		93
II REPORTS DISTRIBUTED AND/OR REFERENCED BY SRB:	PMEND	561
III TOTAL COMPUTER PRODUCED REPORTS HANDLED BY SRB		654
IV REPORTS MANUALLY PREPARED BY SRB		55
V TOTAL COMPUTER AND MANUALLY PREPARED REPORTS		709

Statistical Reporting Branch

	Frequency
Agency Grade Distribution by Office	Monthly
" " " by SD	Quarterly
" " " Location	"
Agency Selected Changes (Ceiling & In process)	Monthly
Agency on duty strength	"
Assignment of Support Career Service Personnel	Quarterly
Bi Weekly Ceiling Status Report	Bi-weekly
Career Service Grade Authorization	Monthly
Career Training Program Separations	Quarterly
Civilian & Military Departmental on duty Strength	Monthly
Civilian & Military Details Who EOD'd	Weekly
Civilian & Military Details Who Separated	"
Clandestine Service Grade Distribution	Monthly
Clandestine Service Gains and Losses	"
Clandestine Service Separations	"
Characteristics of On Duty Professional Staff Personnel	Quarterly
Combined Civilian & Military Personnel Status Report (Over/Under Ceiling)	Monthly
Combined Civilian & Military Personnel Status Report	"
Credit Union Report of Agency Re-hires	"
Difference Between Agency On Duty Strength and Authorized FY 1971 Ceiling	"
Eyes Only Combined Civilian & Military Status Report	"
Fitness Report Ratings	Annual
Married Couples Employed in Agency	"
Minority Group Study	"
Non-Ceiling Personnel Categories	Quarterly
Office of Personnel On Duty Strength	Weekly
Personnel Strength Quarterly Statistical Review (Abbreviated)	Quarterly
Photostats (Agency Strength Tables)	Monthly
Placement Progress Charts	Monthly
Quality Step Increase by SD	Fiscal Year
Quality Step Increase by Office	"
Quarterly Gains and Losses	Monthly
Recruiter's Codes	Unscheduled
Report on Federal Women Employees in Higher Positions	Annual
S-I-R Reports (Positions & Employees Other than D SD Assigned to DDP Offices)	Monthly
SD-SS Staff Personnel Grade Distribution	"

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Frequency

SRB, continued

Supergrade Status Changes
 Support Service s Staff Personnel GS-14 and
 above
 Security Cancellations & Civilian Accessions
 Separations - Factor - Office
 Separations - Office
 Civilian Separations - Factor - SD
 Separations - SD - Grade
 Data on Where Separations Are Going from CIA
 Promotions - SD - Grade
 Promotions - Office - Grade
 On Duty - SD - Grade
 Civilian Gains & Losses - Office
 Accessions - Office - Grade
 Accessions - SD - Grade
 On Duty - Office - Grade
 Grade Distribution - Office - FY
 Promotion Rates - SD - Grade - FY
 Grade Distribution - SD - FY

Monthly

"
 "
 Annual
 "
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 "
 "
 "
 "
 "
 "
 "
 "
 "

TOTAL REPORTS

55

Next 3 Page(s) In Document Exempt

Name: Last, First Middle

TO: All C. I. A. Personnel
FROM: Personnel Director
SUBJECT: PERSONNEL QUALIFICATION QUESTIONNAIRE

1. The Agency is currently revising the system for machine coding employee qualifications, thereby permitting more complete and accurate data on all personnel. The new system will aid in implementing Agency policies on promotion from within by facilitating the selection of personnel with desired education and experience for vacancies which may occur. It is also expected that the new system will provide readily accessible statistics for planning and management purposes.

2. The attached questionnaire is designed to cover adequately those factors in which the Agency is interested. Although the information is, in a large measure, already reflected in previous forms submitted by you, it is felt that your time within the organization may enable you to emphasize those qualifications pertinent to its needs. The questionnaire also serves to bring your education and qualifications record up to date.

3. Your cooperation is requested in completing the questionnaire as thoroughly and accurately as possible and returning it to your Administrative Officer within the time allotted.

25X1A


George E. Meloan
Personnel Director

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PERSONNEL QUALIFICATION QUESTIONNAIRE

1. Serial No. (no entry)	2. NAME: (last) (first) (middle)	3. Office
4. Date of Birth	5. Sex: <input type="checkbox"/> male (1) <input type="checkbox"/> female (2)	Martial Status <input type="checkbox"/> Nr. Dependents <input type="checkbox"/>
6. CIA Entry Date:	7. Citizenship: <input type="checkbox"/> U.S. <input type="checkbox"/> Other	
8. Acquired By: (1) <input type="checkbox"/> Birth (2) <input type="checkbox"/> Marriage (3) <input type="checkbox"/> Naturalization (4) <input type="checkbox"/> Other (specify) _____ Year U.S. citizenship acquired, if not by birth _____		

SEC. I. EDUCATION

1. Extent: (circle one)

- | | | |
|--|--|-------------------|
| 1. Less than high school | 4. Two years college, or less | 8. Masters degree |
| 2. High school graduate | 5. Over two years, no degree | 9. Doctors degree |
| 3. Trade, Business or Commercial school graduate | 6. Bachelor degree | |
| | 7. Post-graduate study (minimum 8 sem. hrs.) | |

2. College or University Study:

Name and location of College or University	Major	Minor	Dates att'd		Yrs Compl		Degree Recd		Sem Hrs
			From	To	Day	Night	Title	Date	

3. Trade, Commercial, and Specialized Training:

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	

4. Military or Intelligence Training (full time duty as a student in specialized schools such as intelligence, communications, ordnance disposal, command & staff, etc.)

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	

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SEC. II. WORK EXPERIENCE

CIA Experience: State the specific nature of duties performed with CIA and CIG, starting with your present position. Take position titles from your official personnel papers, if you have personal copies. Please do not request your Official Personnel Folder. Include geographic area and subject matter dealt with, if applicable. Position Title is your classification title such as Geographer, Intelligence Officer, etc. Duty Title indicates your organization position such as - Section Chief, Branch Chief, Administrative Assistant, etc., and is to be filled in only if different to the Position Title. Approximate dates (month and year) are sufficient. Use a continuation sheet, if necessary, to adequately describe your duties.

From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position _____	
Title: _____	
Duty _____	
Title: _____	Duty Station, if overseas: _____
From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position _____	
Title: _____	
Duty _____	
Title: _____	Duty Station, if overseas: _____
From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position _____	
Title: _____	
Duty _____	
Title: _____	Duty Station, if overseas: _____
From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position _____	
Title: _____	
Duty _____	
Title: _____	Duty Station, if overseas: _____

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S. II. WORK EXPERIENCE (CONT'D.)
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2. Other than CIA: (Describe work experience for the last 15 years in sufficient detail to permit specific coding of your qualifications. Include military work experience. List last position first.)

From _____ To _____ Tot.mo's _____ Classification Grade(if in Federal Service) _____ Salary _____ Number and Class of Employees Supervised: _____ Employer _____ Kind of Business or organization (i.e., paper products mfr, public utility) _____	Exact Title of your position _____ Description of Duties: _____ _____ _____ _____ Duty Station if overseas: _____
From _____ To _____ Tot.mo's _____ Classification Grade(if in Federal Service) _____ Salary _____ Number and Class of Employees Supervised: _____ Employer _____ Kind of Business or organization (i.e., paper products mfr, public utility) _____	Exact Title of your position _____ Description of Duties: _____ _____ _____ _____ Duty Station if overseas: _____
From _____ To _____ Tot.mo's _____ Classification Grade(if in Federal Service) _____ Salary _____ Number and Class of Employees Supervised: _____ Employer _____ Kind of Business or organization (i.e., paper products mfr, public utility) _____	Exact Title of your position _____ Description of Duties: _____ _____ _____ _____ Duty Station if overseas: _____
From _____ To _____ Tot.mo's _____ Classification Grade(if in Federal Service) _____ Salary _____ Number and Class of Employees Supervised: _____ Employer _____ Kind of Business or organization (i.e., paper products mfr, public utility) _____	Exact Title of your position _____ Description of Duties: _____ _____ _____ _____ Duty Station if overseas: _____
From _____ To _____ Tot.mo's _____ Classification Grade(if in Federal Service) _____ Salary _____ Number and Class of Employees Supervised: _____ Employer _____ Kind of Business or organization (i.e., paper products mfr, public utility) _____	Exact Title of your position _____ Description of Duties: _____ _____ _____ _____ Duty Station if overseas: _____

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SEC. II. WORK EXPERIENCE (CONT'D)

Special Work Experience: Check any of the following organizations by which you may have been employed.

- | | |
|--|--|
| 01 <input type="checkbox"/> U.S. Secret Service | 24 <input type="checkbox"/> Air Force A-2 |
| 02 <input type="checkbox"/> Civil Police | 25 <input type="checkbox"/> Foreign Economic Admin. |
| 03 <input type="checkbox"/> Military Police | 26 <input type="checkbox"/> Counter Intelligence Corps |
| 04 <input type="checkbox"/> U.S. Border Patrol | 27 <input type="checkbox"/> Immigration & Naturalization |
| 05 <input type="checkbox"/> U.S. Narcotics Squad | 28 <input type="checkbox"/> Strategic Services Unit |
| 06 <input type="checkbox"/> FBI | 29 <input type="checkbox"/> Foreign Service, State Dept. |
| 07 <input type="checkbox"/> Criminal Investigation Div. | 30 <input type="checkbox"/> Central Intelligence Group |
| 21 <input type="checkbox"/> Office of Naval Intelligence | 31 <input type="checkbox"/> Armed Forces Security Agency |
| 22 <input type="checkbox"/> Office of War Information | 32 <input type="checkbox"/> Coordinator of Information |
| 23 <input type="checkbox"/> Army G-2 | 33 <input type="checkbox"/> Office of Facts & Figures |
| 20 <input type="checkbox"/> Office of Strategic Services | 34 <input type="checkbox"/> Board of Economic Warfare |
| | 35 <input type="checkbox"/> Federal Communications Comm. |

SEC. III. FOREIGN LANGUAGES

List below the foreign languages in which you have some competence. Be sure to include uncommon modern languages. Check (X) your competence and how acquired.

LANGUAGE	COMPETENCE						HOW ACQUIRED				
	Equivalent to Native Fluency *	Fluent but obviously Foreign *	Adequate for Research **	Adequate for Travel	Limited Knowledge		Native of Country	Prolonged Residence	Contact (Parents, etc.)	Academic	Study (Inc. CIA training)

* If you have checked 'Fluent' for a language that has significant difference in spoken and written form (e.g., Arabic), explain your competence herein _____

**Specialized Language Competence: Describe ability to do specialized language work involving vocabularies and terminology in the scientific, engineering, telecommunications, and military fields. List the language with the type of speciality. _____

C. IV. AREA KNOWLEDGE

1. List below any foreign countries or regions of which you have knowledge gained as a result of residence, travel or study. Study can mean either academic study, or study of a foreign country resulting from an intelligence, military, commercial or professional work assignment.

Country or Region	Dates of Residence, Study Etc.	Manner in Which Knowledge Was Aquired (check (X) one)		
		Residence	Travel	Study

2. Specialized Knowledge of Area

List specialized knowledge of foreign country such as knowledge of terrain, coasts and harbors, utilities, railroads, industries, political parties, etc., gained as a result of study or work assignment. Include name of employer or organization.

Country	Type of Knowledge	How and When Gained

SEC. V. TYPING AND STENOGRAPHIC SKILLS (PRESENT UTILIZATION)

Skill	Per Cent of Time Used	Not Used	WPM (Approximate Proficiency)	Prefer Assignment Using Skill Oftener	
Typing	1. 2.			1. Yes	2. No
Shorthand	1. 2.			1. Yes	2. No
Shorthand System: 1. Manual 2. Machine 3. Speedwriting.					

SEC. VI. LICENSES, HOBBIES, SPECIAL QUALIFICATIONS

1. Licenses: List any licenses or certification such as teachers, pilot, marine, etc. _____	2. Hobbies: List any hobbies such as sailing, skiing, writing, or other special qualifications. _____

SEC. VII. PROFESSIONAL AND ACADEMIC HONORS

List any professional or academic associations or honorary societies in which you hold membership. _____

VIII. PUBLICATIONS

List below the type of writing (non-fiction: professional or scientific articles, general interest subjects, current events, etc; fiction: novels, short stories, etc.) of any published materials of which you were author or co-author.

SEC. IX. INVENTIONS

Describe any devices you have invented as to type of work for which intended and whether patented.

Device	Patented			
	(1)	Yes	(2)	No
	(1)	Yes	(2)	No
	(1)	Yes	(2)	No

SEC. X. CIA TESTS

Describe below the type of tests which you have taken in CIA:

Type of Test	Date Taken

SEC. XI. PHYSICAL HANDICAPS

List any physical handicaps you may have.

SEC. XII. OVERSEAS ASSIGNMENT

Are you willing to accept periodic tour of duty overseas?

(1) 2 year Tour	(2) 4 year Tour	(3) Not interested
-----------------	-----------------	--------------------

SEC. XIII. WORK ASSIGNMENT

In view of your total experience and education, for what assignment in CIA do you think you are best qualified?

97. XIV. MILITARY STATUS

Present Draft Status

Have you registered under the Selective Service Act of 1948? ____ Yes ____ No.
If yes, indicate your present draft classification _____

2. Present Reserve or National Guard Status

Do you now have Reserve or National Guard Status Yes No.

If yes, complete the following.

1. ☐ National Guard
2. ☐ Air National Guard
3. ☐ Active Reserve Status (member of organized unit)
4. ☐ Inactive Reserve Status

Service	Grade	Location
---------	-------	----------

Reserve Unit with which currently affiliated _____

Service Mobilization Assignment, if any _____

Location of Service Records, if known

SEC. XV. CIA TRAINING

List the training courses or subjects you have taken while in the CIA.

[illegible]

SEC. XVI. REMARKS

Use this space to indicate any other qualifications you may have which you do not describe above.

[illegible]

TIME

SIGNATURE

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10 June 1955

MEMORANDUM FOR THE RECORD

SURVEY: Qualifications Analysis Branch, Personnel Assignment Division.

25X1A

BY - [REDACTED]

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1. Summary:

.01 Procedures: In general, the procedures are logical and adequate. The problem of keeping employee qualifications cards up to date needs careful attention to avoid an excessive work load. The coding of fitness reports is of questionable value; 6000 are already coded.

.02 Staff and Work Load: The work load is decreasing, yet the Division has requested an increase of 2 positions. It is recommended that the T/C for the branch remain at 7 positions. It is possible that the branch chief and the principal assistant are under-graded.

2. Functions:

The Chief, Qualifications Analysis Branch, under the general supervision of the Chief, Personnel Assignment Division, shall:

.01 Receive, analyze, route and determine disposition of applicant files.

.02 Code employee and consultant qualifications and maintain current qualifications registers.

.03 Determine criteria for and code those applicant files considered of potential value to the Agency.

.04 Provide, upon request, lists of employees or applicants with specific qualifications.

.05 Provide coding services within the limits of available personnel, to the Office of Personnel. (This must be checked as to accuracy and justification.)

.06 Copy requirements from Forms 52 to prepare and disseminate requirements cards for external recruitment.

XX X .07 Code Fitness Reports. (Is there any need to do this?)

3. General Procedures:.01 Routing of Applicant Files:

a. This job is done by the branch chief.

b. Applications and related papers go to the Applicant File Section, Records and Services Division. Usually, the AFS waits until it receives an interview report, application and personal history statement and

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OFFICE OF PERSONNEL

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then sends the package to Qualifications Analysis Branch. Exceptions are: (1) if an interview report says "please shop without application", it will be sent to QAB; (2) an inquiry or form 57 (Federal Government Application for Employment) will be routed to QAB for decision whether to request proper forms or write a letter of rejection.

c. The Chief, QAB personally checks the data and decides to whom each file should be sent. This gives him considerable responsibility. It is possible for him to negate the efforts of the recruiter, temporarily. He may route the file to an operating official or to a placement officer or he may send the case to the Correspondence Branch to write a reject letter or to request any missing forms. As stated above, he will receive interview reports without an application or FHS if the recruiter marks it for immediate attention. If advisable, he will then send an interview report to an operating official or placement officer. However, many officials will not examine a file until the interview report, application and FHS are all present. Note that the decision to shop an interview report alone is still made by the QAB chief but that the recruiter's request assures his careful consideration. If the recruiter includes information as to where in the Agency he recommends the case be shopped, it will assist the QAB chief (example: if the one place named by the recruiter has just informed QAB they have no more recruitment plans, then shopping a report there is no longer advisable).

d. As a check on all his actions, each recruiter may ask, on his next visit to headquarters (3 to 5 months apart), what disposition was made of a file. This permits the recruiter, eventually, to see that his cases get full consideration. It also helps educate both the QAB chief and the recruiter of current Agency needs and the procedures for processing applications.

e. If an application is to be rejected, the QAB chief decides whether or not the applicants' qualifications are such that he may be wanted later. If he decides they are, the file is coded as explained in section .02 below. The file folder is then stamped "coded". If subsequent information is received which makes the applicant ineligible for consideration, the code card is destroyed and the "coded" stamp on the file is crossed off. Uncoded files are destroyed by AFS after two years. Coded files are retained.

f. No record of files or routings is kept by the QAB. This is done by AFS through which the file is routed so a charge-cut record can be made.

g. Comments:

1/ This job, by its nature a bottleneck, requires someone who can work rapidly and make sound decisions. The incumbent, [REDACTED] is 25X1A a former recruiter from the departmental branch of Personnel Procurement Division. Experience such as can be gained there seems essential for this job. It is likely that the breadth of experience would be lacking if this position were filled by the ranking code clerk of the branch. The main difficulty to filling a QAB chief or deputy position by former recruiters is that the position of chief is grade GS 11 and most successful recruiters (outside the Clerical Recruitment Branch) are above that grade.

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2/ As the job demands action each day, an assistant should be available to take over in the absence of the branch chief. The job seems to be the type that must be done each day for adequate current knowledge, therefore, the assistant should share the work with the chief.

3/ Perhaps the Applicant File Section is sufficiently close to the QAB for effective operation. On the basis of the survey of only the QAB, it seems advisable to attach AFS to QAB. This might cut down on the time now taken to route all files via AFS. However, this specific problem could be solved by sending a carbon copy of the route slip to AFS and sending the file directly to the addressee.

.02 Coding Applicant and Employee Qualifications:

a. Purpose and Method: The qualifications of applicants and employees are posted in numerical code to forms 37-150 Employee Qualification Code Sheet. These are sent to the Machine Records Division and three IBM cards are punched from each sheet. These cards are used to list registers of people with certain qualifications and for machine-searching and listing people with special qualifications. They have continuing use in locating needed applicants and employees and are an important potential source of information for rapid expansion of the Agency (war planning).

b. What Applicant Files Should be Coded: This decision is made, for each case, by the QAB chief. If subsequent information on a coded case is developed, he may cancel the code record. Coded files are stamped "coded" and are retained indefinitely by Applicant Files Section. Uncoded files are destroyed after two years.

The QAB chief was asked what criteria were used in deciding which applicant files should be coded. He replied that he simply uses his own judgment but that he plans to discuss this with Division Chief [REDACTED] and to develop criteria with him.

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c. Coding Employee Files: All staff employee files are to be coded. All new employees are coded currently and old employees are nearly all coded. Their status, by groups, follows:

1/ Headquarters and U. S. Field: All but 870 are coded. Of these, Security Office employees are a special group of some 300. The qualifications questionnaire for these employees was completed according to requirements except that a code number was given instead of the employee name. This made it impossible to locate and examine a file for these employees without first requesting the true name from the Security Office, thus in effect obtaining permission from S.O. before checking a file on any employee assigned there. The former branch chief, [REDACTED], decided that such information without true names was not worth coding and the questionnaires have, therefore, never been coded. On June 1, 1955, a representative of the S.O. came to QAB to review the status of coding of their employees and stated he would recommend to the chief, S.O. that the true names be supplied. The writer recommended that the branch chief report this problem to his division chief and request instructions.

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2/ Staff Agents are coded by the Contract Personnel Division.

3/ Overseas employees are given questionnaires upon their return to headquarters. Their qualifications are then coded and included with other employees. This means that most employees who are at present overseas will not be included in machine runs until they return from their assignments.

d. Source Record and Information Coded: Current employees have completed and new employees complete, during their 300 indoctrination, qualifications questionnaires. The information is coded and posted from these questionnaires to form 37-150, Employee Qualification Code Sheet. The personal history statement is being revised at the present time (Mr. Montague of Plans Staff has the assignment). The new form is being designed to permit coding qualifications directly from it, thus eliminating the qualifications questionnaire. The following information is obtained (as of 1 June 1955).

Serial number
Name
Date coded
Office
date of birth
sex
E.O.D. date
citizenship
extent of education (1 code number)
bachelor degree
- major
- College
Masters degree
- major
- college
doctor's degree
- major
- college
- minor
year highest degree received
other
school
CIA work experience (current position and two others)
special work experience
steno
license
hobbies, sports, etc.
physical handicaps
overseas status: intention and ability to go C/S
grade
military status
civilian and military experience (primary, and space for 4 others)
foreign languages (space for 5)
area knowledge (space for 5)

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c. Keeping Employee Qualifications Up-to-Date: As explained in the next section of this report, there are [redacted] cards for some [redacted] employees. To be useful, these cards must be kept up to date. Periodically, therefore, additional employee experience and training must be coded and included in the punch cards. This can be done by use of the qualifications questionnaire, or perhaps by returning the original PLS or qualifications questionnaire and requesting that only additional information be entered on a new questionnaire. Thus, only those employees having pertinent additional qualifications would have to be recoded and have cards repunched.

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The QAB chief intends to determine, with the division chief, how often qualifications should be brought up to date. So far emphasis has been placed on setting up cards for all employees. Procedures for keeping the cards up to date are not yet written.

The above task would probably affect a small percentage of the total employees each period of revision. It will be seen, however, that the cards are designed to show current CIA work experience, or assignment, and grade. These data will change each revision period for the great majority of employees and will represent a substantial continuing work load if they must be coded and hand-punched into the cards. The QAB chief believes it is not possible to transfer these data from other IBM cards (employee status card or payroll card) automatically.

It is recommended that this possibility should be studied thoroughly. With adequate card design it should be possible to collate conversion code cards into one of the existing sets of cards containing grade, and current assignment and automatically punch the revised information into the qualifications cards. [redacted] hopes to study this problem.

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.03 Preparation and Use of Qualifications Registers:

a. Machine Runs Requested: Placement officers and operating officials frequently request "machine runs" of all employees with specific qualifications. Qualifications most frequently requested are area knowledge, language knowledge (with degree of proficiency stated) and present grade. Many additional items of information are requested. The basic procedure is to machine-select the cards of employees with the main qualifications required and machine-list their names and coded qualifications. The official personnel folders are then obtained for the employees on the list (or "run") and each folder is examined to see if the employee has other needed or desired qualifications. A reduced list (eliminating those whose folders reveal they are not qualified) is then prepared and sent, together with the official personnel folders, to the requester of the machine run.

b. Qualifications Registers: It is more practicable to run in advance a series of lists of employees by basic qualifications and to search these lists manually when a machine run request is received. Sixteen lists, or qualifications registers, are run each month and over 90% of machine run requests are filled by searching the registers. The title "machine run" is

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actually used to apply to any list prepared in QAB, whether actually by a machine listing or by typing a list obtained from searching through a register. Most actual machine runs are limited to requests for employees with such general qualifications that the list will be very large. In such cases a machine-prepared list can be obtained faster than a manually-prepared one.

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X
The three cards per employee described above are expanded into an average of 7 by reproducing the same data into different card fields. The result is a set of [redacted] cards for about [redacted] employees. This should be examined. It was discussed with [redacted] and he confirms the opinion of the writer that it is usually possible to design the cards and wire the machines so that the basic cards will serve without the expansion from 3 to 7 cards.

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X
.04 Coding Fitness Reports: Information in employee fitness reports is also being coded and punched into IBM cards. The uses of these data are not known to the QAB.

It is doubtful whether effective uses can be found. A manual examination will show many fitness reports are internally inconsistent.

.05 Preparation of Requirements Cards:

C
a. Source Document: Requests for new personnel are sent to the QAB via Position Inventory Control in Records and Services Division on forms 52, Request for Personnel Action.

b. Routed to a Placement Officer: The form is routed to the applicable placement officer. He decides whether the need can be filled from within, and may request a machine run of qualified employees in the process. If it cannot be filled from within, the placement officer checks on the accuracy of the job qualifications description, assigns the priority (urgent, regular or opportunity) and returns the form 52 to QAB for initiation of outside recruitment.

c. Routed to Personnel Procurement Division: The form is then routed to the Chief, Specialized Recruitment Branch, PRD. He checks it for adequacy from the recruiter's point of view, recommending expansion or clarification when necessary.

This also gives him advance notice of cards which he will receive about 4 weeks later (see comments below). Of those types of positions which are most difficult to fill, he can thus send advance notice to his recruiters via his weekly newsletter.

d. Cards are Prepared and Distributed: The forms are accumulated and about every three weeks they are copied without change onto a Duplicate master and sent to Printing and Reproduction for preparation, by Multilith, of 60 cards for each recruitment request (form 52).

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Each master has space for 8 cards. A special small-type type-writer is used. The cards are 3x5 inches and are usually filled with information. Some 5 to 10% of the cases take 2 or 3 cards and in the great majority of these cases an increase of card size from 3x5 to 4x6 would not be sufficient to eliminate the second card.

The reproduction takes from 3 to 9 days; the average is 5.

Copies of the cards are distributed to the placement officers, the division chief, the division and branch chiefs in Personnel Procurement Division and to each recruitment officer.

Previously, the qualification descriptions were edited by QAB but the Personnel Procurement Division has requested that they be copied without change. The recruiter finds the operator's description of needed qualifications to be of greater use than the rewritten description.

e. Cancellation of Cards: Each card has a serial number. Holders of cards are notified of cancellations on a 3x5 card marked "cancelled" and listing the applicable serial numbers.

Getting prompt notice of cancellations is reported to be difficult. The information is received from placement officers who seem to consider this a duty of lesser importance. Obviously, effective recruitment production can be achieved only by keeping the requirements accurate and cancellations timely.

About 4 times a year, as a check, a list of the serial numbers of all current cards is sent out.

f. Comments:

1/ Time taken to prepare cards: Note the average time from receipt of the form 52 to distribution is 4 weeks. As the average number of new cards per month is only 18, this operation takes only part of the time of one clerk. The QAB was under the impression that a time of 4 weeks was acceptable because no objections had been received. But recruitment efforts start when cards are received by recruiters and in-process time should, therefore, be kept to a minimum. [REDACTED] Division Chief, was advised to instruct the branch to type cards and send them to Printing and Reproduction every week, instead of every three weeks. [REDACTED] has asked Printing and Reproduction if the work can be speeded by having it done in L Building instead of in the main plant in [REDACTED]. The results of the request will be made known to the division and branch chiefs. It is estimated these changes will cut the 4-week time interval to 1 1/2 to 2 weeks.

2/ Use of Standard Cards: For certain jobs, standard requirements cards have evolved and new requests simply refer to the serial number assigned to the standard card. Examples: Junior Officer Trainees, messengers, Commo technicians, typists. Many more standard cards could be developed but the low volume of all cards makes this a minor problem.

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3/ Requirements Cards and Classification Job Descriptions:

where cards have proven to be effective descriptions for recruitment purposes, it is doubtful if a job description for classification purposes can do better than copy the information into the section on qualifications required. QAB is unaware of any tie-in on this subject with the Classification and Wage Division.

It is particularly illuminating that recruiters found most qualification descriptions prepared by the operators to be of greater use than descriptions revised or edited by QAB. As reported in the memorandum on the survey of the Personnel Procurement Division, the descriptions of necessary qualifications which are contained in C&W job descriptions are of very little use for recruitment purposes. When the recruitment chief was pressed for a reason, he reported the C&W descriptions were unrealistic. It would appear that one statement of the qualifications needed for a job should be sufficient.

4/ Relations with Position Inventory Group:

When it is known that a job will become vacant in the future, recruitment should begin at once. In such cases Position Inventory can only report there is no current vacancy. Also, when an expansion is contemplated, recruitment efforts should be initiated. Again, Position Inventory could only report "no current vacancy". It is doubtful if forms 52 for such cases should be routed through PI to QAB. This can be checked further when PI is surveyed.

When a form 52 is made out to fill a vacancy, however, it should contain the necessary information to permit cancellation of the requirement card ("cancels req. card #376", for example). Such action would assist QAB to cancel cards more rapidly. It was recommended to [REDACTED] that this possibility be explored.

25X1A

.06 Preparation of Agency Vacancy Report: Once each month QAB makes up a list of slot numbers of vacant positions above grade 5 by checking the current requirements cards. This list is divided by areas and sent to the secretaries of the placement officers. They add to the list any vacancies in the process of being filled from within the Agency and then prepare the Vacancy Report. It is dittoed. It lists, by organizational unit, the job title, grade or grade range, slot number, "FPD" if outside recruitment activity is in process or "FUD" if they are trying to fill the job from within and a short statement of the qualifications required. This statement averages 1/4 to 3/4 the size of the qualifications card. Note this is the third statement of required job qualifications to be found in the Office of Personnel. The report dated 4 April 1955 listed 243 positions and consisted of 39 pages, 8x10 1/2 inches.

Note this list is all the recruitment cards minus the cards for future vacancies (not a present vacancy) plus the vacancies being filled from within. It does not include vacancies which are not to be filled.

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Copies of the Vacancy Report go to D/Pers., Chief PAD, Chief PPD, Chief CWD, branch chiefs of PPD and all placement officers.

Comment: This is a report from personnel office to its own members listing its current work. The uses made of the report have not been checked outside QAB. Within QAB the only use is to count the vacancies by organizational unit and send the count to [REDACTED] in the statistics unit of Records and Services Division. 25X1A

4. Staff and Work Load:

.01 Staffing:

<u>Position</u>	<u>Grade</u>	<u>Total</u>		<u>Recommended</u>
		<u>On Hand</u>	<u>Requested</u>	
Dr. Chief	11	1	1	1
Principal assistant	9	1	1	1
Qualifications analysts (code clerks)	7	4	5	4
Qual. analyst trainee	5	1	1	0
Personnel Clerk	4	1	0	0
Clerk typist	4	0	1	1
Totals		8	9	7

.02 Work Load Analysis:

a. Chief and Assistant: As discussed in part 2, General Procedures, a chief and assistant are considered necessary for the bottleneck operation of receipt, review and routing of applicant files. It is recommended that Classification and Wage Division reanalyze the grades assigned to these jobs.

The assistant will often have time to assist in the review of files selected by a machine run.

Note in section 1 that it is recommended these positions should not be filled by promotion from within QAB.

b. Code Clerks: There has been no overtime in the last six months. The duties of the code clerks are to: code employee qualifications, applicant qualifications and fitness reports and to make machine runs, assist (if necessary) Applicant Files Section to pull the files of selected applicants and employees and review and analyze these files.

In the last 6 months, a monthly average of 138 employees' qualifications have been coded. This job for incumbents is virtually completed. QAB reports this job averages 20 minutes per employee. If an average of 18 per day is used (3 per hour for 6 hours), in a 22.5 work day month one coder can process 405 personal history statements. One hundred thirty eight

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25X9 per month would take 0.34 coders. Decisions have not been made on the procedure to use to keep these cards up to date. If the record is brought up to date for [redacted] employees per year and if the work takes $\frac{1}{2}$ as long (10 minutes) this would take 0.62 coders.

In the last 6 months, a monthly average of 65 applicants' qualifications have been coded. Now that most all employees' qualifications have been coded, the coding of applicants' qualifications will probably be increased. FPD estimates 190 BOD's per month for 1955 (this is probably high, as reported in detail in the report on the FPD survey). QAB reports a coder can code an average of 30 applications per day. This is 675 per month. A half a clerk could do 340, which may be a liberal estimate of future requirements.

25X9

[redacted] fitness reports have been coded in the last six months, or those for about [redacted] employees. This should be in excess of needs for an adequate analysis of a report known to be experimental. QAB reports coding fitness reports averages 5 minutes per report.

25X9

25X9 25X9 An average of [redacted] per month for the last six months has thus taken the time of 0.62 coders. This time should be saved in the future, until a new fitness report is designed and the use of IBM cards for its analysis can be found practicable. (A manual analysis of the current fitness reports will show them to be internally inconsistent and, therefore, any statistical analyses of them are suspect.)

Qualifications analyses by machine runs and reviews of files have the following averages for the last six months:

	<u>runs</u>	<u>files examined</u>	<u>files referred</u>
employees	18	508	116
applicants	<u>9.5</u>	<u>500</u>	<u>120</u>
	27.5	1008	236

During this period the volume has remained quite steady. With the expected reduction in fitness report coding, therefore, it would appear that the present staff should be able to do this work.

Summary

coders required

25X9 Coding now employees, 1/3 of volume for last six months
 25X9 Recoding [redacted] employees/year
 Coding [redacted] applications per month
 Coders available for qualifications analyses
 Present staff

25X9

X Four coders are, therefore, considered liberal for known future work load.

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c. Clerk-Typist: The grade four position has been used for typing and a coder has been used for typing requirements cards. It is recommended that the position be established as clerk typist and that this person type the cards, too. It would be well to recruit a person for this job as a potential coder.

d. Code Clerk Trainee: In a unit this small, it is recommended that the T/O be established for coders and that when a trainee is used he occupy a coder position at a grade 5. Work load data do not justify the extra position.

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95X9

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INSTRUCTION SHEET
LANGUAGE DATA SHEET
FORM NO. 444c

LANGUAGE DATA RECORD

Each individual will prepare at least ONE Language Data Record

GENERAL

25X1A

1. Notice [REDACTED] sets forth the objectives and purposes of the Language Development Program. Regulation [REDACTED] and other issuances in this series provide further details governing participation in the Program. This Language Data Record is the instrument by which the Organization maintains its register of language qualifications and affords persons who now possess proficiency in a foreign language the opportunity to participate in the program.

25X1A

INSTRUCTIONS

1. All persons who possess proficiency in any foreign language will complete ONE form for EACH language.
2. All persons who do NOT have proficiency in any foreign language will so indicate by checking item 5 of Part I and completing the certification in Part IV.
3. Your certification on this form constitutes your application for a "Maintenance Award." You will be eligible for an award 12 months from the date you complete the form provided that you meet the requirements which are set forth in Regulation [REDACTED] and other issuances in the same series.

25X1A

PART I GENERAL

Items 1 through 5 Self Explanatory.

PART II LANGUAGE ELEMENTS

Circle ONE and ONLY ONE number opposite the statement in EACH section of Part II which in your opinion most nearly applies to your command of that language element.

PART III EXPERIENCE AS TRANSLATOR OR INTERPRETER

Circle ONE and ONLY ONE number opposite the statement which describes your experience as a translator or interpreter.

PART IV CERTIFICATION

Sign and date the certification.

DETACH INSTRUCTION SHEET AND FORWARD COMPLETED FORM(S) TO YOUR ADMINISTRATIVE OFFICER.

(1-6)		LANGUAGE DATA RECORD		
PART I-GENERAL				
1. NAME (Last-First-Middle)		2. DATE OF BIRTH		3. DATE OF BIRTH
		MONTH		DAY
				YEAR
3. LANGUAGE		4. TODAY'S DATE		5.
(31-33)		(34-39)		
		MONTH		DAY
				YEAR
		<input type="checkbox"/> I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE		
PART II-LANGUAGE ELEMENTS				
SECTION A.		Reading (40)		
1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY RARELY.				
2. I CAN READ TEXTS OF MOST GRADES OF DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY.				
3. I CAN READ TEXTS OF AVERAGE DIFFICULTY (newspapers, reference materials, etc.), USING THE DICTIONARY FREQUENTLY.				
4. I CAN READ SIMPLE TEXTS, SUCH AS STREET SIGNS, NEWSPAPER HEADLINES, ETC., USING THE DICTIONARY FREQUENTLY.				
5. I HAVE NO READING ABILITY IN THE LANGUAGE.				
SECTION B.		Writing (41)		
1. I CAN WRITE PERSONAL LETTERS AND SIMILAR MATERIAL WITH COMPLETE SUCCESS WITHOUT USING THE DICTIONARY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH VERY FEW GRAMMATICAL ERRORS, IN NATIVE STYLE, USING THE DICTIONARY ONLY RARELY.				
2. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL WITH COMPLETE SUCCESS, USING THE DICTIONARY ONLY RARELY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH FEW GRAMMATICAL ERRORS, BUT IN A STYLE WHICH MAY NOT BE NATIVE, USING THE DICTIONARY OCCASIONALLY.				
3. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH OCCASIONAL MINOR GRAMMATICAL ERRORS AND IN OBVIOUSLY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY OCCASIONALLY.				
4. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH MANY GRAMMATICAL ERRORS AND IN A VERY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY FREQUENTLY.				
5. I CANNOT WRITE IN THE LANGUAGE.				
SECTION C.		Pronunciation (42)		
1. MY PRONUNCIATION IS NATIVE.				
2. WHILE NATIVES CAN DETECT AN ACCENT IN MY PRONUNCIATION THEY HAVE NO DIFFICULTY UNDERSTANDING ME.				
3. MY PRONUNCIATION IS OBVIOUSLY FOREIGN, BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND.				
4. MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND.				
5. I HAVE NO SKILL IN PRONUNCIATION.				
CONTINUE ON REVERSE SIDE				

FORM NO. 444c
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(4-45)

SECTION D.

Speaking (43)

1. I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CONVERSE FREELY AND IDIOMATICALLY IN ALL FIELDS WITH WHICH I AM FAMILIAR.

2. I SPEAK FLUENTLY AND ACCURATELY IN NEARLY ALL PRACTICAL AND SOCIAL SITUATIONS; I CAN CONVERSE IN MOST FIELDS WITH WHICH I AM FAMILIAR AND I EMPLOY SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERBS.

3. I GET ALONG QUITE WELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIELDS.

4. I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.

5. I HAVE NO ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.

SECTION E.

Understanding (44)

1. I UNDERSTAND NON-TECHNICAL CONVERSATION ON ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND NEARLY EVERYTHING I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.

2. I UNDERSTAND NON-TECHNICAL CONVERSATION ON NEARLY ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MOST OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES, INCLUDING MOST JOKES AND PUNS.

3. I UNDERSTAND NEARLY ALL CONVERSATION ON TOPICS OF DAILY LIFE AND TRAVEL, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MUCH OF WHAT I HEAR ON THE RADIO, AND AT THE MOVIES, PLAYS, AND LECTURES.

4. I UNDERSTAND THE SIMPLEST CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND SOME OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.

I AM NOT ABLE TO UNDERSTAND THE SPOKEN LANGUAGE.

BEFORE CONTINUING - CHECK PART II TO ENSURE THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.

PART III-EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)

1. I HAVE HAD EXPERIENCE AS A TRANSLATOR.

2. I HAVE HAD EXPERIENCE AS AN INTERPRETER.

3. BOTH OF THE ABOVE STATEMENTS APPLY.

4. NONE OF THE ABOVE STATEMENTS APPLY.

PART IV-CERTIFICATION

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 25-115, PAR. 1C(4). I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE PROFICIENCY TEST BEFORE I BECOME ELIGIBLE FOR AN AWARD, AND THAT IRRESPECTIVE OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARDS WILL BE CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.

DATE SIGNED

SIGNATURE

(46)

(47)

CERTIFICATION OF CLAIMED LANGUAGE PROFICIENCY

1. EMPLOYEE SERIAL NO.	2. NAME (last-first-middle)	3. DATE OF BIRTH
------------------------	-----------------------------	------------------

4.

LIST BELOW THE FOREIGN LANGUAGE OR LANGUAGES IN WHICH YOU POSSESS ANY DEGREE OF COMPETENCE. INDICATE YOUR PROFICIENCY IN EACH OF THE FIVE SKILL FACTORS SHOWN (*reading comprehension, writing ability, etc.*) BY NOTING THE NUMBER MOST INDICATIVE OF YOUR LEVEL OF SKILL UNDER THE FACTOR BEING CONSIDERED.

IF YOUR PROFICIENCY RELATES TO A PARTICULAR DIALECT OF A MAJOR LANGUAGE, IDENTIFY THIS DIALECT BY NOTING IT IN PARENTHESES AFTER THE LANGUAGE ON THE SAME LINE.

IF YOU HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE, CHECK (X) BOX AT RIGHT AND LEAVE OTHER ITEMS BLANK. →

LEVEL OF SKILL

(Slight) 1 2 3 4 5 (Native)

0 = NO PROFICIENCY IN A SPECIFIC SKILL FACTOR

SKILL FACTORS						HOW ACQUIRED [Check (X) Box(es) which apply]			
READING COMPREHENSION	WRITING ABILITY	PRONUNCIATION	CONVERSATIONAL ABILITY	ORAL COMPREHENSION	NATIVE OF COUNTRY	PROLONGED RESIDENCE	CONTACT (with Parents, etc.)	ACADEMIC STUDY	

5. IF YOU HAVE HAD EXPERIENCE AS A TRANSLATOR, INTERPRETER OR INSTRUCTOR, EXPLAIN AND SPECIFY IN WHICH LANGUAGE(S) YOU HAVE HAD SUCH EXPERIENCE.

CERTIFICATION

I CERTIFY that the information given above is true and accurate to the best of my knowledge and belief.

DATE	SIGNATURE

Next 3 Page(s) In Document Exempt

Attachment AA

CONTENTS

- A. Colleges or Universities
- B. Areas of Study
- C. Overseas Experience
- D. Most Recent Pre-CIA Experience
- E. Basic Personnel Information

Prepared by
OP/POD/QAB

As of
31 December 1962

COLLEGES AND UNIVERSITIES ATTENDED

DISTRIBUTED BY MAJOR COMPONENT

GRADES GS-16, GS-17, GS-18

As of 31 December 1962

College and University	DCI			DDI			DDP			DDR			DDS			TOTAL		
	18	17	16	18	17	16	18	17	16	18	17	16	18	17	16	18	17	16 Total
Alabama U.							1						1			2	-	- 2
Alabama Polytechnic													1			-	1	- 1
Albany Medical College													1			1	-	- 1
American U.	1	1		1	1			1					1	1	1	4		6
Amherst College													1			1	-	- 1
Appalachian State Teachers													1			-	- 1	1
Arkansas U.							1									1	-	- 1
Benjamin Franklin Univ.		1														-	1	- 1
Birmingham-Southern College													1			-	- 1	1
Boston U.				1												-	1	- 1
Bowdoin College							1									-	1	- 1
Bowling Green State Univ.					1											-	- 1	1
Brooklyn Poly. Inst.													1			-	- 1	1
Brown U.					1					1						-	- 2	2
Buffalo, U. of								1								-	- 1	1
California U.						2	1	1	1							1	1	3 5
Calvin College				1												-	1	- 1
Carthage										1						-	- 1	1
Catholic University of Am.													1			-	- 1	1
Chicago U.				1	1	4	1	1	1	1						2	3	5 10
Clark U.				1	1											-	1	1 2
Colby				1												1	-	- 1
Columbia (N. Y.)				1	1	1	1		5							2	1	6 9
Columbus U.								1					1	2		-	1	3 4
Concordia Theol. Sem.					1											-	- 1	1
Connecticut U.								1								-	- 1	1
Cornell U.				1												1	-	- 1
Creighton U.								1								-	- 1	1
Dartmouth College					1			1								-	2	- 2
Davidson								1								-	- 1	1

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16 THROUGH 18

10.3 AREAS OF STUDY

[illegible]

AGRICULTURAL SCIENCES

THOSE WHO ACQUIRED A DEGREE THROUGH COM-
AND IMPROVING AGRICULTURE PRODUCTIVITY.

THOSE WHO ACQUIRED A DEGREE THROUGH PROFESSIONAL COLLEGE COURSE AND MAJORED IN SUBJECT MATTER COURSES DIRECTED TOWARD UNDERSTANDING AND IMPROVING AGRICULTURE PRODUCTIVITY

INCLUDING: AGRONOMY, ANIMAL HUSBANDRY, HORTICULTURE, SOIL SCIENCE, RANGE MANAGEMENT, PISCICULTURE (FISH CULTURE), AND OTHER AGRICULTURAL SCIENCES:

BIOLOGICAL SCIENCES

THOSE WHOSE MAJOR COURSE INVOLVED THE STUDY OF LIVING ORGANISMS: BOTH ANIMAL AND PLANT.

INCLUDING: SUCH COURSES AS DERMATOLOGY, NEUROLOGY, INTERNAL MEDICINE, GYNECOLOGY, SURGERY, PSYCHIATRY, DENTISTRY, PHARMACY, VETERINARIAN MEDICINE, PATHOLOGY, PHYSIOLOGY, AND OTHER MEDICAL AND RELATED SCIENCES.

PHYSICAL SCIENCES

MAJOR COURSES OF STUDY INCLUDING: CHEMISTRY, PHYSICS, GEOPHYSICS, ASTRONOMY, METEOROLOGY, OCEANOGRAPHY, GEOLOGY, PALEONTOLOGY, MINERALOGY, SEISMOLOGY, GEOGRAPHY, AND OTHER PHYSICAL SCIENCES.

COVER STORY GENERAL

INCLUDES: THOSE SOCIAL SCIENCES NOT CLASSIFIED ABOVE.

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S-E-C-R-E-T

EXPERIENCE OVERSEAS WITH AGENCY DISTRIBUTED BY MAJOR COMPONENT

CUMULATIVE TOTALS - GRADES GS-16, GS-17, GS-18

As of 31 DECEMBER 1962

MAJOR COMPONENT	SERVED OVERSEAS ONE POST	SERVED AT TWO POSTS	SERVED AT THREE OR MORE POSTS	TOTAL
OSI	5	1		6
OSI	17	1		18
OSI	23	29	32	84
OSI	1			1
OSI	15	9	6	30
TOTALS	61	40	38	139

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POST RECENT PRE-CIA EXPERIENCE OF AGENCY EMPLOYEES DISTRIBUTED BY MAJOR COMPONENTS

CUMULATIVE TOTALS - GRADES GS-16, GS-17, GS-18

As of 31 DECEMBER 1962

MAJOR COMPONENT	NONE	PUBLIC ADM. N.E.C.	ACADEMIC	INDUSTRY	FEDERAL GOVERNMENT	CIV, OSS, SSU, CIG	MILITARY SERVICE
DCI	-	-	3	-	4	6	3
DDI	7	-	12	7	20	10	7
DDP	11	-	2	6	17	45	14
DDR	1	-	-	-	3	1	-
DDS	-	-	1	7	13	19	10
TOTALS	19	-	18	20	57	81	34

NONE

THOSE WHO WERE UNEMPLOYED AS WELL AS THOSE ENGAGED AS FULL-TIME STUDENTS IMMEDIATELY PRIOR TO THEIR EDD, EVEN THOUGH THEY MAY HAVE PREVIOUSLY WORKED IN INDUSTRY, GOVERNMENT, OR SERVED ON ACTIVE DUTY WITH THE MILITARY.

PUBLIC ADMINISTRATION, N.E.C.

THOSE WHO, IMMEDIATELY PRIOR TO EDD, SERVED WITH AN INTERNATIONAL GOVERNMENT OR QUASI-GOVERNMENTAL ORGANIZATION: E.G., UNO, ILO, RED CROSS, OR WHO WORKED FOR A STATE OR LOCAL GOVERNMENT ORGANIZATION (OTHER THAN AN EDUCATIONAL INSTITUTION).

ACADEMIC

THOSE WHO WORKED OR WERE AFFILIATED WITH EDUCATIONAL INSTITUTIONS INCLUDING NON-PROFIT RESEARCH INSTITUTIONS AND FOUNDATIONS WITHIN OR AFFILIATED WITH A COLLEGE OF UNIVERSITY, WITH A CHURCH OR RELIGIOUS GROUP, OR WITH A NON-PROFIT MUSEUM, ART GALLERY, OR LIBRARY.

INDUSTRY

THOSE WHO WERE SELF-EMPLOYED, OWNERS OF BUSINESS AND THOSE WHO WORKED IN A PROFIT-MAKING INDUSTRY.

GOVT AGENCY

THOSE WHO WORKED IN A GOVERNMENT INSTALLATION AS CIVILIAN EMPLOYEES (OTHER THAN IN OSS, SSU, AND CIG).

OSS, SSU, CIG

THOSE WHO SERVED AS CIVILIAN EMPLOYEES WITH THE AGENCY'S PREDECESSOR ORGANIZATIONS.

MILITARY SERVICE

THOSE WHO SERVED ON ACTIVE DUTY IN THE ARMED FORCES, EVEN THOUGH THEY MAY HAVE BEEN ASSIGNED TO A MILITARY COLLEGE AS AN INSTRUCTOR: E.G., WEST POINT, ANNAPOLIS, AIR FORCE OR NAVY.

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INTRODUCTION

Purpose

The Qualifications Record System was developed by the Office of Personnel to permit the recording, filing and retrieval of biographic data, experience, education and special qualifications of Agency employees and selected applicants. It accomplishes this in such a manner as to permit storage of this information in coded form by means of a high speed computer, permitting rapid retrieval when needed by Agency Manpower Planners to select the best qualified personnel (employees & applicants) to meet changing requirements.

How the System Works

The coding system is designed to code all desirable information in a series of 12 character items. Each item will contain a two letter prefix followed by ten numeral or letter combinations which will vary in accordance with the information being coded.

EXAMPLE - A hypothetical case of a new Agency employee who entered on duty in early 1964:

AA1210500301; ZB0120200014; ZC0200003100; BK51NHNNN264; CE46103YAN63;
ET203ZGZIB45; VJ18C99BQL34; UJ00B99AIX36; UJ00A99BET37; UL009QJHAU54; UR02
9PCIAN64; UL009GWHAU54.

The above series of code entries, when decoded, gives us the following information on this individual's current personal status, pre-Agency background, and overall qualifications:

PERSONAL STATUS AND FOREIGN RELATIVES. A caucasian male, born in 1912, married with three dependents, U.S. citizenship by birth; his wife born in *Canada* in 1914, is a caucasian, a U.S. citizen through naturalization, and was previously an Agency employee; his wife has close relatives living in Canada who are Canadian citizens, and there is frequent contact with these foreign relatives.

LANGUAGE ABILITY. This employee has excellent proficiency in French as measured by tests. His proficiency is equal to that of the best educated natives for Reading, Pronunciation, Speaking, and Understanding the spoken or written language. His proficiency in Writing is High, or fluent, with evidence of non-native origin. He has had experience as an interpreter.

AREA KNOWLEDGE. He has a knowledge of France, its political organization, legal structure, and its international relations. This knowledge was gained through working in France as an employee of the U.S. State Dept, and he left France (in this capacity) in 1963.

22 October 1964

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CODE	SERIAL NUMBER	NAME
1	099999	

PERSONAL STATUS																												
YEAR OF BIRTH	SEX & RACE	MARITAL STATUS	NUMBER OF DEPENDENTS	NATURAL CITIZEN OR ALIEN	CITIZENSHIP STATUS OF INDIVIDUAL	F/C	F/C	CURRENT OR PREVIOUS CITIZENSHIP COUNTRY	YEAR NATURAL.	CITIZENSHIP STATUS OF SPOUSE	SEX & RACE	OCCUP. STATUS	CITIZENSHIP COUNTRY	YEAR OF BIRTH														
A	A	1	2	1	0	5	0	0	3	0	1	Z	A	0	0	0	Z	B	0	1	2	0	2	0	0	0	1	4

FOREIGN RELATIVES																											
FOREIGN RELATIVE RELATIONSHIP & FREQ./CONTACT	F/C	F/C	CITIZENSHIP COUNTRY	F/C	FOREIGN RELATIVE RELATIONSHIP & FREQ./CONTACT	F/C	F/C	CITIZENSHIP COUNTRY	F/C	FOREIGN RELATIVE RELATIONSHIP & FREQ./CONTACT	F/C	F/C	CITIZENSHIP COUNTRY	F/C													
Z	C	0	2	0	0	0	0	3	1	0	0	Z	C	0	0	0	0	0	Z	C	0	0	0	0	0	0	0

FOREIGN LANGUAGE ABILITY																										
FOREIGN LANGUAGE	R	V	P	S	U	T	EXP. CLAIMED -TESTED	FOREIGN LANGUAGE	R	V	P	S	U	T	EXP. CLAIMED -TESTED	FOREIGN LANGUAGE	R	V	P	S	U	T	EXP. CLAIMED -TESTED			
B	K	5	1	N	H	N	N	2	6	4																

GEOGRAPHIC AREA KNOWLEDGE																										
GEOGRAPHIC AREA KNOWLEDGE	TYPE	HOW ACQUIRED	SOURCE OF KNOWLEDGE	LAST YR. KNOWL. ACQUIRED	GEOGRAPHIC AREA KNOWLEDGE	TYPE	HOW ACQUIRED	SOURCE OF KNOWLEDGE	LAST YR. KNOWL. ACQUIRED	GEOGRAPHIC AREA KNOWLEDGE	TYPE	HOW ACQUIRED	SOURCE OF KNOWLEDGE	LAST YR. KNOWL. ACQUIRED												
C	E	4	6	1	0	3	Y	A	N	6	3															

MILITARY EXPERIENCE																										
MILITARY SERVICE SPECIALIZATION FIELD	EXT. OF EXP.	RANK, GRADE OR RATE	NAME OF MILITARY ORGANIZATION	YEAR COMP.	MILITARY SERVICE SPECIALIZATION FIELD	EXT. OF EXP.	RANK, GRADE OR RATE	NAME OF MILITARY ORGANIZATION	YEAR COMP.	MILITARY SERVICE SPECIALIZATION FIELD	EXT. OF EXP.	RANK, GRADE OR RATE	NAME OF MILITARY ORGANIZATION	YEAR COMP.												
E	T	2	0	3	Z	C	Z	I	B	4	5															

MILITARY EDUCATION AND TRAINING																									
MILITARY EDUCATION OR TRAINING	EXT. OF STY.	STUDENT	NAME AND/OR TYPE SCHOOL	YEAR COMP.	MILITARY EDUCATION OR TRAINING	EXT. OF STY.	STUDENT	NAME AND/OR TYPE SCHOOL	YEAR COMP.	MILITARY EDUCATION OR TRAINING	EXT. OF STY.	STUDENT	NAME AND/OR TYPE SCHOOL	YEAR COMP.											
		G	9	9	H	B	K					9	9												

CIVILIAN EDUCATION AND TRAINING																																			
EDUCATION AND/OR TRAINING	EXT. OF STY.	STUDENT	NAME AND/OR TYPE SCHOOL	YEAR COMP.	EDUCATION AND/OR TRAINING	EXT. OF STY.	STUDENT	NAME AND/OR TYPE SCHOOL	YEAR COMP.	EDUCATION AND/OR TRAINING	EXT. OF STY.	STUDENT	NAME AND/OR TYPE SCHOOL	YEAR COMP.																					
V	J	1	8	C	9	9	B	Q	L	3	4	U	J	0	0	B	9	9	A	I	X	3	6	U	J	0	0	A	9	9	B	E	T	3	7

CIVILIAN WORK EXPERIENCE																												
FIELD OF SPECIALIZATION	EXT. OF EXP.	FUNG. LEVEL	TYPE OF ECONOMIC ACTIVITY	LAST YEAR	FIELD OF SPECIALIZATION	EXT. OF EXP.	FUNG. LEVEL	TYPE OF ECONOMIC ACTIVITY	LAST YEAR	FIELD OF SPECIALIZATION	EXT. OF EXP.	FUNG. LEVEL	TYPE OF ECONOMIC ACTIVITY	LAST YEAR														
U	L	0	0	9	Q	J	H	A	U	5	4	U	R	0	2	9	P	C	Y	A	N	6	4					

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[illegible]

SIGNATURE OF ANALYST

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SECRET

MILITARY EXPERIENCE. He spent more than three years but less than four in the Army, his service ending in 1945. He worked in the field of Military Intelligence, chiefly as an Interrogator, with the final rank of Major.

CIVILIAN EDUCATION AND TRAINING. He received a B.A. degree in French Literature from Princeton in 1934; an M.A. in Political Science from Yale in 1936, and a Ph.D in Political Science from Harvard in 1937.

CIVILIAN WORK EXPERIENCE. Our hypothetical employee taught various university subjects in the field of Political Science from 1927 until entering the Army in 1942, but specialized in International Communism. After World War II, he returned to university teaching, until 1954, then worked for the State Department as a Political Analyst until coming to the Agency in January of 1964.

OTHER QUALIFICATIONS. Author of published (copyrighted) works on International Communism while employed by a university with the most recent copyrighted publication in 1954.

HOW TO USE THE CODING SYSTEM

All items to be coded fall in the following nine categories:

- | | |
|--|---------------|
| 1. Personal Status | AA, ZA, ZB |
| 2. Foreign Relatives | ZC |
| 3. Foreign Language Ability | BA - BZ |
| 4. Geographic Area Knowledge | CA - CH |
| 5. Military Experience | EA through YZ |
| 6. Military Education and Training | EA - YZ |
| 7. Civilian Education and Training | EA - YZ |
| 8. Civilian Work Experience | EA - YZ |
| 9. Specialized Skills - Other Qualifications | EA - YZ |

Category 1 Personal Status

PERSONAL STATUS																		
YEAR OF BIRTH .			SEX & RACE	MARITAL STATUS	NUMBER OF DEPENDENTS	NATURAL CITIZEN OR ALIEN	CITIZENSHIP STATUS OF INDIVIDUAL	F/C	F/C	CURRENT OR PREVIOUS CITIZENSHIP COUNTRY	YEAR NATURAL.	CITIZENSHIP STATUS OF SPOUSE	SEX & RACE	OCCUP. STATUS	CITIZENSHIP COUNTRY	YEAR OF BIRTH		
A	A						Z A	0	0	0		Z B						
1	2	3		4	5			1	2	3	4	5		1	2	3	4	5

A. AA Item

- Column 1. Year of Birth: Use the last two years of the individual's birth date.
- Column 2. Sex & Race: Use 1 digit codes, 1 - 8: 1-Male caucasian
2-Female caucasian; 3-Male, Negroid; 4-Female, Negroid; 5-Male, oriental
6-Female, oriental; 7-Male, other, 8-Female, other.
- Column 3. Marital Status: Use 2 digit codes 00-06: 00-Single; 01-Separated
02-Annulled; 03-Divorced; 04-Widowed; 05-Married, 06-Remarried.

ONE OR

- Column 4. Number of Dependents: Use two zeros followed by the digit representing the number of dependents. Use 007 for seven or more dependents.
- Column 5. Citizenship and Foreign Relatives: Use 00 if U.S. born with no foreign relatives; 01 if U.S. born with foreign relatives; 10 if U.S. naturalized, no foreign relatives; 11 if U.S. Naturalized with foreign relatives, etc.

^{AE}
B. ZA Item

^{AE}
The ZA item is used to record citizenship status of the employees (or applicants) who are not U.S. citizens by birth.

- Column 1. If U.S. citizen by naturalization, use ZA01
If U.S. citizenship is in process, use ZA02
If a non-citizen, or alien, use ZA03
- Column 2. One zero is always used to complete the code
- Column 3. Two zeros are " " " " " "
- Column 4. Select the proper code, 001 - 237 to denote country of previous citizenship (present citizenship if an alien).
- Column 5. Use the last two digits of the year in which the individual was naturalized. If an alien, complete the code by using two zeros.

¹
C. ZB Item

This item is always coded for married employees (or applicants) and is always omitted for those who are unmarried.

Citizenship Status of Spouse

- ^A
Column 1: Use ZB00 if the spouse is a U.S. citizen by birth.
Use ZB01 " " " " " " " " naturalization.
Use ZB02 " " " " " " " " in process of obtaining US. citizenship.
Use ZB03 " " " " " " " " an alien.

Sex and Race of Spouse

- Column 2: Use 1 if spouse is a Male Caucasian; 2 if Female Caucasian; 3 if Male (Negroid); 4 if Female (Negroid) 5 if Male Oriental; 6 if Female Oriental; 7 if Male, Other; 8 if Female, Other.

Occupational Status of Spouse

- Column 3: Use 00 if spouse is deceased
01 if spouse works for Agency
02 if spouse worked for Agency
03 if spouse works but not for Agency
04 if spouse is not working

Citizenship Status of Spouse

- Column 4: Select the proper code 001-237 to denote present citizenship if H.S. by birth or alien, or otherwise previous citizenship; if naturalized

Column 5. Use the last two digits of spouse's birth date.

Category 2. Foreign Relatives

IF
ZC Items

FOREIGN RELATIVES

FOREIGN RELATIVE RELATIONSHIP & FREQ./CONTACT	F/C	F/C	CITIZENSHIP COUNTRY	F/C	FOREIGN RELATIVE RELATIONSHIP & FREQ./CONTACT	F/C	F/C	CITIZENSHIP COUNTRY	F/C	FOREIGN RELATIVE RELATIONSHIP & FREQ./CONTACT	F/C	F/C	CITIZENSHIP COUNTRY	F/C
Z C	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	2	3	4	5	1	2	3	4	5	1	2	3	4	5

This code is applied when the individual or spouse has relatives who are not U.S. citizens. Degree of such relationships, frequency of contact, and country of citizenship are coded.

Column 1: Use the code ZC01 - ZC07 and/or ZC11 - ZC17 which represents the proper combination of degree of kinship and frequency of contact with the foreign relative being coded:

Applicant/Employee	Spouse	
AF ZC01	AF ZC11	Immediate Family - frequent contact
ZC02	ZC12	Close Relative - frequent contact
ZC03	ZC13	Distant Relative - frequent contact
ZC04	ZC14	Immediate Family - slight contact
ZC05	ZC15	Close Relative - slight contact
ZC06	ZC16	Distant Relative - slight contact
ZC07	ZC17	Foreign Relative(s) - but no contact

Column 2: Use one zero to complete the code.

Column 3: Use two zeros to complete the code.

Column 4: Select from the list "country of present or previous citizenship" the three digit code 001-237 representing the particular country of citizenship of the relative coded.

Column 5: Use two zeros to complete the code.

If there are foreign relatives of more than one country an entry is made for each different country of citizenship of such relatives. If more than one relative is a citizen of a particular country, only one entry need be made, and that would be for the relative combining the closest kinship or greatest frequency of contact if kinship is of the same degree.

If there are no foreign relatives there is no entry for this item.

DA - BZ Item

Category 3: Foreign Language Ability

FOREIGN LANGUAGE ABILITY

FOREIGN LANGUAGE	R	V	P	S	U	EXP. YEAR CLAIMED TESTED	FOREIGN LANGUAGE	R	V	P	S	U	EXP. YEAR CLAIMED TESTED	FOREIGN LANGUAGE	R	V	P	S	U	EXP. YEAR CLAIMED TESTED
1							2							3						
4							5							6						
1	2	3	4	5	6	7	8													

Codes BA00 - BZ99 will be used to code all languages. For rapid selection of the pertinent codes, all languages are listed alphabetically, although their alphabet codes and number sequence are arranged on the basis of linguistic family or groups.

Column 1: Select from the code group, BA01-BZ99, the alpha numeric code combination representing the language being recorded from the list of languages arranged alphabetically.

Column 2-6: The blank space under columns R, W, P, S, and U are for coding proficiency in Reading, Writing, Pronunciation, Speaking, and Comprehension (Understanding), respectively. Claimed proficiency (by employee or applicant) is indicated by the numeric codes 1-5. Measured or proved proficiency (Agency tests) is indicated by the letters S, E, I, H, N. The scale is as follows:

	Slight	Elementary	Intermediate	High (Fluent/Non-Native)	Native
Claimed	1	2	3	4	5
Test Results	S	E	I	H	N

Column 7: Prior experience as translator, interpreter, translator and interpreter, or teacher is recorded by inserting codes 1, 2, 3, or 4, respectively, in the column headed "Exp".

Column 8: Use the last two digits of the year in which the proficiency was claimed or tested.

Category 4. Geographic Area Knowledge OA - CZ Items

GEOGRAPHIC AREA KNOWLEDGE

GEOGRAPHIC AREA KNOWLEDGE	TYPE	HOW ACQUIRED	SOURCE OF KNOWLEDGE	LAST YR. KNOWL. ACQUIRED	GEOGRAPHIC AREA KNOWLEDGE	TYPE	HOW ACQUIRED	SOURCE OF KNOWLEDGE	LAST YR. KNOWL. ACQUIRED	GEOGRAPHIC AREA KNOWLEDGE	TYPE	HOW ACQUIRED	SOURCE OF KNOWLEDGE	LAST YR. KNOWL. ACQUIRED
1					2					3				
					5					6				
1	2	3	4	5	1	2	3	4	5	1	2	3	4	5

Codes OA00-CH99 are used to code all geographic areas. As in the case of languages, areas are listed alphabetically for rapid reference, although their codes are based on geographic regional relatedness. A second listing of codes, arranged by geographic regions, follows the alphabetic arrangement and is sometimes more suitable for selecting proper area codes. This listing is often necessary when the individual claims knowledge of a general region instead of a country, because not all regional designations are listed in the alphabetical arrangement (first list).

Column 1. Area Code: Select the code CA00-CH99 which represents the area being coded.

Column 2. Type of Knowledge: Select the digit 1-9 which represents the type of knowledge the individual has of the area:

1. Political; 2. Economic; 3. Scientific, Medical; 4. Labor Organization; 5. Security Service, Intelligence Systems; 6. Cultural; 7. Educational Systems; 8. Military Organization, Tactics; 9. Geographic, Terrain, etc.

Column 3. How Obtained: Select the two digits 01-07 which designate the nature of the area contact during the period area knowledge was acquired:

01. Native of country; 02. Prolonged residence; 03. Foreign assignment other than Agency; 04. Academic study; 05. Attended foreign school in area concerned; 06. Agency assignment; 07. Research/Analysis, Domestic assignment (including Agency); 08. TRAVEL -

Column 4. Source of Knowledge: Three-letter codes are used to show the nature of the organization with which the individual was associated when the area knowledge was acquired. These three-letter codes are in the back of the coding manual. If the individual was in a foreign university as student or instructor, the three-letter code would be HAU; if employed by a private enterprise firm, one of the codes in the JAA-XZZ series would identify the type of economic activity in which he was engaged; if employed by an international organization or a quasi-governmental organization (UNRRA, International Monetary Fund, etc.), the XAA-XOZ series would be used; if by a U.S. Government organization (as a civilian), the YAA-YZZ series would identify the Government organization; if by a U.S. Military Service (while on military duty), the ZAA-ZZZ series would identify the service and/or component; while Agency employment would be indicated by the IAA-IZZ series.

Category 5. Military Experience EA-YZ Items

MILITARY EXPERIENCE														
MILITARY SERVICE SPECIALIZATION FIELD	EXT. OF EXP.	RANK, GRADE OR RATE	NAME OF MILITARY ORGANIZATION	YEAR COMP.	MILITARY SERVICE SPECIALIZATION FIELD	EXT. OF EXP.	RANK, GRADE OR RATE	NAME OF MILITARY ORGANIZATION	YEAR COMP.	MILITARY SERVICE SPECIALIZATION FIELD	EXT. OF EXP.	RANK, GRADE OR RATE	NAME OF MILITARY ORGANIZATION	YEAR COMP.
1					2					3				
1	2	3	4	5	1	2	3	4	5	1	2	3	4	5

Column 1. Field of Specialization: Select the code EA00-YZ99 which most aptly describes the specialized knowledge, activity, or skill involved in the experience to be coded. If two or more distinctly different types of experience were acquired, each should be coded as a separate item.

Column 2. Use the digit 0-9 which indicates the number of complete years experience in the activity being coded. (Use 0 for experience of less than six months or one year duration.)

Column 3. Use the appropriate two-letter code ZA-ZZ, selected from the list of codes for the military ranks found in the Military Experience section of the code manual.

Column 4. Use the appropriate three-letter code from the ZAA-ZZZ series of the Source of Experience section which contains appropriate codes for all branches of the Military Service.

Column 5. Use the last two digits of the year in which the coded experience was completed.

- 6 -

Categories 6 - 9

The foregoing categories were explained separately because no two were consistently the same in theory or coding procedure.

However, each of the remainder of the categories can be understood with one explanation since all are governed by the same theories which are uniformly applied in coding with no exceptions. For convenience the pre-printed coding form gives different captions for corresponding columns of the twelve-unit items in the different categories. This is for convenience in coding only and not due to any difference in theory or application. The functional code 99 is pre-printed on the coding sheet since this is the proper code for all students. Each code consists of a twelve-unit item with each item consisting of five parts (columns). The five columns are:

- | | |
|---------------------------------|--|
| 1. Field of Specialization Code | 2 letters and 2 digits |
| 2. Extent of Experience Code | 1 letter or 1 digit |
| 3. Functional Code | 2 letters or 2 digits |
| 4. Source of Experience Code | 3 letters |
| 5. Year of Completion Code | 2 digits; the last 2 of the year in which the experience was completed |

Column 1 - Field of Specialization Code

This code always consists of two letters followed by two digits, from a series running from EA00 to YZ99.

All fields of knowledge, experience, activities, or skills are classified or organized in the manner deemed most suitable for the Agency's purpose. Each major field of knowledge, activity, etc. is broken down into minor groups and fields. Codes were assigned to each minor field of specialization in accordance with the series assigned to the major Group or Field of Specialization to which the minor field most logically belongs (based on the primary or most essential nature of knowledge, skill, or activity associated with it). It is important to understand that many major fields of specialization contain minor fields or subdivisions which can be logically associated with two, three, or more major fields.

Example: Actuarial Science. This is a field of knowledge which finds its greatest application in the field of Insurance (a sub-division of the Major Field of Business Administration) thus one might assume that the code for Actuarial Science would logically belong in the "family" of codes related to the major field of Business Administration; further, it could be assumed to belong in the same sub-family of codes which include those in the field of Insurance. Both assumptions are invalid for purposes of determining the proper code to assign to Actuarial Science, for the fundamental knowledge underlying this field lies in the field of Mathematics. So instead of being in the FA00 - FZ99 series (Business Administration) the code is in the HA00 - HC99 series (Mathematics). Since it is often more convenient when coding to look in the group one would expect the knowledge applied, to find the proper code with as little delay as possible, the codes are listed in both arrangements, often resulting in multiple entries for any given code.

To effectively code qualifications the coding analysts must use the same "rules" for classifying the knowledge, skill, etc, that must be applied later by the analyst who attempts to locate people possessing qualifications to meet particular requirements. Once improperly coded information gets in the system, it remains dormant and wasted, for it would be obviously impossible to retrieve useful "wrong" information from the system by searching for correctly coded information.

The Major Fields of Specilization are arranged in the following order (are in the code book in this order and indexed accordingly):

EA00-EZ99	Intelligence & Related Fields/Military Science
FA00-FZ99	Business Administration
FS00-FZ99	Transportation
GA00-GF99	Communications
GR00-GZ99	Military & Special Equipment
HA00-HC99	Mathematics
HE00-HT99	Physics
HU00-HZ49	Crystallography
JA00-JL99	Chemistry
JM00-JV99	Earth Sciences
KA00-KY99	Biological/Life Sciences
LA00-LZ99	Agricultural Sciences
MA00-MZ99	Health Sciences
NA00-NZ99	Engineering
PA00-PZ99	Sociological Sciences
TA00-TL99	Art
TM00-TQ99	Artisans & Craftsmen
TO00-UE99	Economics
UJ00-UZ99	Political Science/Public Administration
VA00-VD99	History
VE00-VM99	Psychology/Education/Religion/Philosophy
WA00-WZ99	Anthropology, Archaeology, Ethnology, Sports, Hobbies, etc
YA00-YZ99	Public Safety, Civil Defense

Column 2. Extent Code.

This code consists of one digit when used to denote duration of experience or activity other than education or training. The digit, 0 through 9 is selected which shows the number of full years (up to 9) which the individual was engaged in the particular experience, skill or activity. All such experience over 9 years would also be coded with a 9.

When coding education or training, the letters A-G are used to indicate the extent of training or education. The PhD degree is the highest level coded and is represented by the letter A, which becomes the Extent Code for education resulting in a PhD. degree. The letter B represents a Master's degree, and the letter C a Bachelor's degree. A certificate or diploma from a vocational or trade school is represented by the letter F. Other college, military, vocational, or any other type of education or training is represented by the letter G.

Column 3. Functional Code

The Functional Code is an important Complement to the Field of Specialization Code. The latter pinpoints the specific fields of specialized knowledge, experience, or activity comprising an individual's qualifications which may be of use to the Agency. The functional code tells us how the individual applied his knowledge or skill in each field of experience; i.e., whether as a teacher, analyst, manager, technical program director, consultant, adviser, designer, researcher, producer, writer, editor, or general practitioner, etc. If he was primarily an administrator, rather than a substantive specialist, it tells us this also, as well as indicating at what level his administrative responsibilities functioned in the particular activity; i.e., as President, Agency Director, School Principal, College Dean or President, etc.; or - whether as an immediate subordinate to the foregoing; or - whether as consultant, staff adviser, organization or program director, office supervisor; or as a sub-professional level supervisor, foreman, superintendent, clerk, etc. Thus the functional code's purpose is to describe the individual's role during his experience with the specialized knowledge or activity. In using the Qualifications Record System's capabilities for selecting best qualified individuals for specific assignments, the functional role could for some jobs be an even more important index of suitability than the Field of Specialization code, although they would normally both be of great importance, giving a better balanced view of the individual's suitability than either alone.

Column 4. Source of Experience Code

This code always consists of three letters and is used to indicate all sources of experience. Three-letter codes AAA-EZZ are used only to indicate specific colleges or universities and are intentionally limited in use to code educational achievements resulting in Bachelors, Masters, or Doctoral degrees from accredited colleges and universities. (Other education or training sources are indicated by three-letter codes HAA-HHZ.) Refer to the pertinent list at the back of the code book for the proper codes to use for other sources (JAA-EZZ).

Summary of Source of Experience Codes:

1. AAA-EZZ: U.S. Colleges and Universities (Accredited)
2. HAA-EZZ: Foreign Colleges and Universities (Accredited)
3. HAA-HHZ: Other Sources of Education or Training
4. JAA-XZZ: Economic Activities as Sources of Experience
5. YAA-XOZ: Quasi-Governmental Organizations or Activities, and International Organizations
6. YAA-YZZ: U.S. Civilian Government Organizations
7. ZAA-ZZZ: U.S. Military Organizations
8. YAA-IZZ: Agency Organizations or Components

Column 5. Time Experience Was Completed Code

This code always consists of two digits. The two digits are always the last two of the year in which the experience being coded was completed.

Example: If John Doe finished college in 1937, this column would be used to indicate this and would be coded as 37.

SUMMARY

We have described the individual elements common to all twelve unit codes representing experience, training, or education, whether military or civilian:

- (1) The first element (4 units-2 letters followed by 2 digits) tells us the field of specialized knowledge or skill acquired during the given period.
- (2) The second element gives us the extent or duration in years of this specialized experience. It also specifies academic degree of training or education.
- (3) The third element describes the role played by the employee or applicant while getting this specialized experience.
- (4) The fourth element tells us the nature of the source of the experience (identifying the specific college if a degree resulted from the experience).
- (5) The fifth element dates the experience, permitting a judgment of how valuable and current the experience is when viewed in the light of other information.

The coding structure is comprehensive enough to permit recording in abbreviated form all the experience, skills, special achievements (licenses, patents, copyrights), hobbies, and any other qualifications of an individual which might be of use to the Agency.

Attachment CC

1

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BA09	Afghanistan
BA45	Albania
BA48	Algerian Arabic
BA51	TURKISH
BR03	Lithuanian
BR06	Lithuanian (German)
BB60	Slovak
BC66	Norwegian (Christianity)
BD42	Serbian Cyrillic
BD93	Chinese (Szechwan)
"	(Northern ")
BD95(Peking)	Chinese (Peking)
BE12	Cantonese
BF27	Icelandic
BF36(Germanist)	Norwegian
BF45	Swedish
BF48	Danish
BF65	Finnish
BF66	Finnish
BF68	Afrikaans
BF70	German
BF87	Swiss (German)
BF91	Yiddish
BG06(Modern)	Greek
BG21(Eastern)	Arabic
BG23(Orthodox)	Arabic Syriac
BG40	Arabic Egyptian
BG44	Arabic Iraqi
BG50(Modern)	Arabic Literary
BG58(Modern)	Helleno-Israheli
BH48(Hindi)	Hindustani
BH51(Urdu)	"
BH61	Bengali
BJ18	Españolo
BJ21	Interlingua
BJ40(Modern)	Persian
BK45	Latin
BK50	French
BK87(Fusion)	Italian
BL18(Pure)	Spanish
BL26(Lit. de Sp.)	Latino
BL28(European)	Portuguese
BL31(Brazilian)	"
BL36	Rumanian
BL43	Catalan
BL54	Indonesian
BL55	Malay
BN15(Khmer)	Cambodian

LANG TCTAApproved ForRelease2000/06/18 ONE CONT FHD ORR NPIC CGS DD10
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SECRET - 245a -

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:		EXTENSION	NO.
Deputy Director of Personnel 5E-56 Headquarters		7427	DATE 18 DEC 1967
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS
	RECEIVED	FORWARDED	
1. Director of Personnel	18 Dec 67	20 Dec	JMP
2. Executive Officer, OP	18 Dec 67		B
3.			
4. DD/Pers/R&P 5E-67 Headquarters	12		
5.			
6. DD/Pers/P&R 512 Magazine Building	21 DEC 1967		
7.			
8. Chief, Placement Division 5E-67 Headquarters	Jan 68		
9.			
10. Chief, Recruitment Division 706 Ames Building	1/4	9 Jan	
11. DC/ED	1/4		
12. Chief, Benefits & Services Division 5E-47 Headquarters	8 JAN 1968		
13. DC/BSD	1/8		
14. OD/Pers	9 JAN 1968		
15. C/PCD			

EDUCATION
AND THE
CENTRAL INTELLIGENCE AGENCY

"In two and a half years of working with these (CIA) men I have yet to meet a '007.' I have met dozens of men who are moved and motivated by the highest and most patriotic and dedicated purposes--men who are specialists in economics and political science and history and geography and physics and many other fields where logic and analysis are crucial to the decisions that the President of their country is called upon to make. Through my experience with these men I have learned that their most significant triumphs come not in the secrets passed in the dark but in patient reading, hour after hour, of highly technical periodicals.

"In a real sense they are America's professional students; they are unsung just as they are invaluable."


President Johnson
June, 1966

In international affairs, Intelligence is knowledge and foreknowledge--fact and estimate. It is an instrument of statecraft that serves the nation in war and peace. In war, it is knowledge of the enemy without which there is no victory. In peace, it is that knowledge of the world about us which is essential to the preservation of peace. Always it is a never-ending quest for an accurate and objective understanding of men and events throughout the world. It is the support of policy, the prelude to decision, and the guide to action. It is the

MEMORANDUM FOR: 

25X1A

Many thanks for your help.

25X1A 

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FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED.

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competitive search for truth.

The history of intelligence is as old as history itself because knowledge has always been essential to the rational conduct of affairs among nations. In times of peril, it has been an integral part of the response to the challenge, and the story of American intelligence reaches back to the earliest days of the Republic.

Today's American intelligence system is a valid expression of American society, with all its vigor and ingenuity, with all its complexity and some of its contradictions, as that society probes for solutions to situations its founding fathers could never have conceived.

Our modern age has seen complex social, economic, and technological changes, often accompanied by violent political upheavals. The emergence in our time of such ideologies and power movements as Nazism and Communism, and the development of nuclear power and missile systems have brought in their wake new problems of national and international security. The task of Intelligence has become more complex and more difficult; indeed, American Intelligence today is taxed with challenges no other intelligence system ever faced.

CIA's responsibilities grow from this nation's emergence as a superpower at the end of World War II and from its efforts to meet the problems confronting a nation technically at peace and determined to remain free.

For the United States, this has necessitated developing and perfecting both old and new techniques, and more efficiently marshalling the intellectual resources of the nation to meet the challenge from abroad.

The key to national response is knowledge--knowledge of what accuracy and reliability the Soviets and Communist Chinese are building into their ICBM's, knowledge of Soviet progress with advanced radars, knowledge of Soviet awareness of American progress. Without this knowledge there can be no rational planning of America's own prodigiously costly defense effort.

CIA reads nearly everything that comes into official Washington--State traffic, Defense traffic, Agency traffic, the American and foreign press. From it CIA distills a brief, accurate account of events abroad, arranged in context and presented in concise non-bureaucratic English. This report is supplied to the President, the Secretaries of State and Defense, and his other senior national security advisors. Each of the top policy officers exercises a priority call on CIA's services, and CIA cannot refuse a request from one because its resources are fully engaged in a task for another. Moreover, each official is entitled to have his particular interests satisfied in the terms most convenient to him.

In a sense CIA's output is the reverse of a newspaper. Where the paper uses a relatively few collectors to serve a

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mass audience, CIA uses a mass of collectors to hand-craft for a very few.

The London Economist describes the process thus:

Modern intelligence has to do with the painstaking collection and analysis of fact, the exercise of judgment, and clear and quick presentation. It is not simply what serious journalists would always produce if they had time: it is something more rigorous, continuous, and above all operational--that is to say, related to something that somebody wants to do or may be forced to do.

But a quarter of a century ago when President Roosevelt charged Colonel William J. Donovan with establishing a national intelligence service, matters were by no means so well defined. It is significant that Colonel Donovan turned first to the academic community for his organizational nucleus, and brought into OSS such distinguished educators as Professors William Langer and Edward S. Mason of Harvard, and President James Phinney Baxter of Williams College. Others from the field of education who served American Intelligence in its early days were Barnaby Keeney, later President of Brown; Presidential advisors Arthur Schlesinger, Jr. and Walt W. Rostow; and Dr. John W. Gardner, Secretary of Health, Education and Welfare.

McGeorge Bundy has described the association in those words:

"It is a curious fact of academic history that the first great center of area studies in the United States was not located in any university, but in Washington, during the Second World War, in the Office of Strategic Services. In very large measure the area study programs

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developed in American universities in the years after the war were manned, directed, or stimulated by graduates of the OSS.... It is still true today, and I hope it always will be, that there is a high measure of inter-penetration between universities with area programs and the information-gathering agencies of the government of the United States."*

So it was that early in the organization of the American Intelligence effort there evolved an identification and a shared community of interest between national intelligence and education-- a relationship that continues, to the mutual benefit of each.

Professional Qualifications for Intelligence

Because the scope of modern American Intelligence encompasses a diverse variety of talents and many areas of knowledge, its importance places a heavy premium upon the character and abilities of those selected to engage in it. About 18 percent of CIA's professional population have had prior educational experience and, according to a New York Times report, the Agency would be able to staff any college from among its corps of analysts, half of whom have advanced degrees and 30 percent the Doctorate.

Considering the years required for undergraduate and graduate study, foreign experience, and 10 to 15 years of professional intelligence work, the total represents an unmatched reservoir of knowledge, competence, and skills at

* The Dimensions of Diplomacy, Edited by E. A. J. Johnson, The Johns Hopkins Press, 1964

the service of the nation's policy makers.

The CIA believes its functions are being accomplished--not by flashy triumphs of espionage, but by an enormous amount of painstaking work, and regards the occasional Colonel Penkovsky as a windfall--a golden apple, but a windfall nonetheless.

Emphasizing CIA's debt to education is the fact that a majority of the Agency's employees have earned Baccalaureate Degrees; 16 percent hold Master's Degrees and 5 percent attained the Doctorate of Philosophy.

These academic degrees were awarded by nearly 700 U.S. colleges and universities in the United States, and by 60 universities abroad. They comprise 281 major fields of specialization ranging from Accounting to Zoology, the six most representative disciplines being History, Political Science, Business Administration, Economics, English, and International Relations.

A prime need of the Central Intelligence Agency is for young men and women with Liberal Arts training--who have a strong sense of history--who are keenly aware of the forces of economics and politics--and who have substantial command of at least one foreign language. They must be intelligent and resourceful, personable and persuasive. They must be willing to work anonymously and they must be willing to serve in far places as needs arise.

A career in CIA attracts many college seniors, but it is largely to the graduate schools that the Agency turns for mature students educationally equipped for professional work in intelligence.

CIA's search for academic excellence is a continuing program involving direct contact by CIA recruiters with universities at both the graduate and undergraduate level, foundations, and specialized research institutes.

A Synthesis of Skills

The intelligence cycle is a continuous process, beginning with the drafting of information requirements, followed by the location and exploitation of information sources, and leading finally to the dissemination of intelligence reports or estimates. Information in many forms and from a variety of sources reaches CIA analysts who are trained in and alerted to the recognition of items of intelligence value that warrant coding, classification, and filing for ultimate incorporation in a definitive research document.

CIA research staffs require and work in an intellectual environment conducive to scholarly inquiry and contemplation. They are supported by a collection of source materials and library facilities that include 116,000 volumes, access to external consultants and a foreign documents division that supplies translations and editorial assistance. CIA's unique facilities and techniques for the indexing, abstracting, translation, storing, and retrieval of information and data have

been praised as "The most comprehensive information system now in operation." This recognition was accorded by the Committee on Government Operations of the U.S. Senate.

CIA's responsibility for research, analysis, and the preparation of reports on foreign economic systems involves the measurement of aggregative economic performance or detailed research on various sectors of foreign economics: major industries, transportation, communications, agriculture, international trade, finance, etc. These assignments require graduate skills in Economics, Economic History, Economic Geography, Area Studies, and International Trade.

Research of a different character is performed in other components of the Agency. One office, for instance, requires sensitivity to developing trends and the ability to synthesize political, economic, and military intelligence in support of judgments regarding the intentions and capabilities of foreign governments. Reports from this office often go directly to the highest policy level in the government.

The impact of science and technology on all aspects of human existence makes it mandatory that our government be aware of scientific progress in all parts of the world. Since science and technology contribute to the economic, military, and political strength of any country, it is readily apparent that its offensive and defensive capabilities are influenced by its achievements in science and technology. Thus, scientific intelligence is an integral part of the total intelligence process.

CIA employs scientists, engineers, and technicians at several stages of the intelligence cycle. Space technology and missile systems are the objects of intensive study. The art and science of photogrammetry are employed in the critical interpretation and analysis of aerial photographs, and, here, CIA utilizes geologists, geodesists, geographers, foresters, architectural and civil engineers, and talents in the graphic and illustrative arts.

The electronic engineer may work in one of the communications media so vital to the continuity of the intelligence process.

The physical and biological scientist may be a member of the research staffs responsible for surveying foreign scientific literature.

The Agency is justifiably proud of contributions in scientific intelligence made by both its permanent staff and its nationwide roster of consultants. The CIA scientist enjoys a congenial, stimulating, and educational environment in which to further his professional interest. He is encouraged and enabled to keep abreast of developments in his specific field and thus to grow in professional stature. In many scientific and technical study areas, and in other research fields, advanced academic studies are sponsored by the Agency.

Singularly active in the use of computers for management applications, scientific and engineering calculations, and

information retrieval, CIA offers mathematicians, systems analysts, computer programmers, and electronic engineers career opportunities in its unique and progressive data processing complex.

Understandably, the intelligence cycle must look to its administrative support arm to keep all of its human and mechanical elements functioning efficiently and effectively. Agency career fields found in this major activity seek out the law graduate, the business and public administration major, the medical officer and medical technician, the personnel management specialist, the communications engineer and his technicians trained in wireless transmission, reception and maintenance.

At CIA initiative a high-speed facsimile transmitter has been developed with which an untrained operator can encipher and transmit a document at more than 6 pages per minute. At that rate the entire Encyclopedia Britannica could be transmitted to or from CIA Headquarters in about 60 hours.

Twenty Years Young

CIA, having celebrated its 20th birthday in 1967, can no longer be considered a newcomer to the national scene. This organizational maturing is reflected in other ways: for example, nearly half of the Agency's employees have now served more than 15 years, and about 75 percent of CIA's professionals are over 35 years of age.

This unusual depth of experience, however, might sink into institutional formalism were it not for farsighted programs adopted by the Agency early in its existence.

Professional obsolescence, a serious and continuing problem in scientific and technical fields, affects other disciplines as well, and its avoidance requires continuous updating and training. CIA feels that training should be oriented not only toward meeting immediate and pressing requirements, but should represent a phase of a planned and orderly career development process.

External Education

Each year several thousand CIA employees attend some type of non-Agency program in management, science and technology, and certain technical fields, and for studies in language and area and in liberal arts. Since the requirements of the Agency concern so many unusual and divergent fields, it is impractical for all educational requirements to be met internally. In any one month employees spend thousands of man-days participating in training, on a full or part-time basis, at a university, senior service school, commercial firm, military facility or another Government agency.

In addition, two universities in the Washington area have established off-campus centers at the CIA Headquarters building. Here Agency students are able to take university courses for credit in their off-duty hours.

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While national security interests impose some limitations on CIA employees, many write for publication, attend professional meetings, and take periodic leaves of absence to teach and renew their contacts with the academic world.

Completing the cycle, a high percentage of employees who leave the Agency for retirement or other reasons take up, or return to, an academic career.

Internal Instruction

Having considered CIA's relationship to the academic community and the Agency's continuing reliance on institutions of higher education, it might be well to examine some of the procedures employed by CIA to train and educate within the Agency itself.

Basic methods of acquiring information are taught selected field personnel early in their careers, together with such specialized skills as paramilitary techniques and their application in counterinsurgency situations such as Laos and Vietnam. But since these "tradecraft" subjects concern comparatively few CIA officers, perhaps the most comprehensive example of in-house training is Agency instruction in foreign languages.

Overall, CIA employees are able to speak and read more than a hundred separate languages and dialects, while nearly half of all Agency personnel possess foreign language skills

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in some degree. Thirty-eight percent of CIA's professional employees speak one foreign language, 18 percent have demonstrated capability in two languages, 14 percent in at least 3, and about 5 percent have facility in 6 or more languages.

One CIA officer, who must be unique in our government, if not the world, possesses abilities in fifty-one foreign languages, many of which were acquired under CIA auspices.

Training in foreign languages is accomplished in a highly varied program of instruction ranging from twelve-month, intensive, comprehensive courses to part-time familiarization programs of only a few hours. It is also undertaken through tutorial training and Programmed Assisted Instruction. CIA's emphasis on spoken language skills stems from the major requirement for Agency employees who serve abroad: ability in oral communication; for these employees, the ability to read or write a language is secondary. On the other hand, intelligence production specialists more often need to read and evaluate foreign documents, frequently in a recondite field.

Language School instructors use techniques similar to those used in traditional academic courses even though relatively few graduates of university courses are able to read even a newspaper in a foreign language. The subject matter and the technical level of foreign language materials which concern Agency employees, however, are quite different from those that are the concern of most academic courses. The Language School

has therefore developed additional techniques, tailored to the Agency's interests.

These include instructional tape recordings in sixty different languages, a large and modern language laboratory, and a library of 4,000 language and area books.

The language faculty comprises staff employees, scientific linguists, and contract employees, many of whom are employed on a full-time basis. With this staff, the CIA Language School can provide full-time instruction in twenty languages and less intensive instruction in thirty-five others. About forty percent of the students are under full-time instruction.

Taken in all its aspects, CIA's language instruction program is believed to have few, if any, rivals in the Free World.

The Vital Tripod

And it is the Free World that CIA, in concert with other departments of our government, is working to keep free. Twentieth Century technology--and ideology--have forced the American intelligence system to grow in size and importance, yet the end products of this system remain information and judgment. The system itself may be said to rest firmly upon a tripod whose legs are Responsibility, Objectivity and Independence--qualities equally indispensable to the educator and the scholar.

The ultimate success of American Intelligence--and American

foreign policy--depends to a large extent upon the educational excellence of its responsible officers. And to the degree the American academic community can continue to meet this exceptional challenge may depend the lives and freedom of us all.

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Next 1 Page(s) In Document Exempt

(When Filled In)

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QUALIFICATIONS SUPPLEMENT TO PERSONAL HISTORY STATEMENT

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING. TYPE OR PRINT. AVOID USING LIGHT COLORED INKS.

SECTION I

BIOGRAPHIC AND POSITION DATA

1. EMP. SER. NO.	2. NAME (Last-First-Middle)	3. SEX	4. DATE OF BIRTH	5. SCHEDULE/GRADE/STEP
6. SD	7. POSITION TITLE	8. OFFICE OF ASSIGNMENT	9. LOCATION (Country, City)	

SECTION II

AGENCY OVERSEAS SERVICE

AREA	TYPE TOUR	FROM	TO
C			

SECTION III

EDUCATION

DEGREE	MAJOR FIELD	COLLEGE	YEAR

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GROUP 1
Excluded from automatic
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SECTION III

EDUCATION (Cont'd)

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LAST HIGH SCHOOL ATTENDED

ADDRESS (City, State, Country)

YEARS ATTENDED (From-To)

GRADUATE

☐ YES ☐ NO

COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT		YEARS ATTENDED FROM -- TO --	DEGREE RECEIVED	YEAR RECEIVED	NO. SEM / QTR. HRS. (Specify)
	MAJOR	MINOR				
1.						
2.						
3.						
4.						

5. IF A GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT.

TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS
1.				
2.				
3.				

OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS
1.				
2.				
3.				
4.				
5.				

AGENCY-SPONSORED EDUCATION

Specify which, if any, of the education shown in Section III was Agency sponsored.

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS
1.				
2.				
3.				
4.				
5.				

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SECRET

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SECTION V		TYPING AND STENOGRAPHIC SKILLS	
1. TYPING (WPM)	2. SHORTHAND (WPM)	3. INDICATE SHORTHAND SYSTEM USED - - CHECK (X) APPROPRIATE ITEM: <input type="checkbox"/> GREGG <input type="checkbox"/> SPEEDWRITING <input type="checkbox"/> STENOTYPE <input type="checkbox"/> OTHER-SPECIFY:	
4. INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING (comptometer, mimeograph, card punch, etc.)			

SPECIAL QUALIFICATIONS

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SECRET

(When Filled In)

SECTION VII

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MILITARY SERVICE
CURRENT DRAFT STATUS

1. DID YOU REGISTER FOR THE DRAFT? <input type="checkbox"/> YES <input type="checkbox"/> NO		2. SELECTIVE SERVICE CLASSIFICATION	
3. LOCAL SELECTIVE SERVICE BOARD NUMBER AND ADDRESS		4. IF DEFERRED, GIVE REASON	
MILITARY SERVICE RECORD (Active Duty Only)			
1. MILITARY ORGANIZATION (Army, Navy, etc. - specify)		2. BRANCH OR CORPS	
		3. DATES OF SERVICE (extended active duty) FROM -- TO --	
4. STATUS (Regular, Reserve, etc. - specify)		5. RANK, GRADE OR RATE (at separation if past service)	
		6. SERIAL, SERVICE OR FILE NUMBER	
7. CHECK TYPE OF SEPARATION		7. CHECK TYPE OF SEPARATION	
<input type="checkbox"/> HONORABLE DISCHARGE		<input type="checkbox"/> RETIREMENT FOR SERVICE	
<input type="checkbox"/> RELEASE TO INACTIVE DUTY		<input type="checkbox"/> RETIREMENT FOR COMBAT DISABILITY	
<input type="checkbox"/> RETIREMENT FOR AGE		<input type="checkbox"/> RETIREMENT FOR PHYSICAL DISABILITY	
		<input type="checkbox"/> UNDUE HARDSHIPS	
		<input type="checkbox"/> OTHER (Specify)	

8. BRIEF DESCRIPTION OF MILITARY DUTIES (record the duties and skills which best describe your work or function in the military service).

MILITARY RESERVE, NATIONAL GUARD STATUS

CHECK RESERVE OR GUARD ORGANIZATION TO WHICH YOU BELONG		<input type="checkbox"/> ARMY		<input type="checkbox"/> MARINE CORPS		<input type="checkbox"/> COAST GUARD		<input type="checkbox"/> NATIONAL GUARD	
		<input type="checkbox"/> NAVY		<input type="checkbox"/> AIR FORCE				<input type="checkbox"/> AIR NATIONAL GUARD	
1. CURRENT RANK, GRADE OR RATE		2. DATE OF APPOINTMENT IN CURRENT RANK		3. EXPIRATION DATE OF CURRENT RESERVE OBLIGATION					
4. CHECK CURRENT RESERVE CATEGORY		<input type="checkbox"/> READY RESERVE		<input type="checkbox"/> STANDBY (active)		<input type="checkbox"/> STANDBY (inactive)		<input type="checkbox"/> RETIRED	
								<input type="checkbox"/> DISCHARGED	
5. BRIEF DESCRIPTION OF MILITARY RESERVE DUTIES (record the duties and skills which best describe your work or function in the military service).									

6. IF YOU ARE CURRENTLY ASSIGNED TO A RESERVE OR NATIONAL GUARD TRAINING UNIT, IDENTIFY THE UNIT AND ITS ADDRESS.

MILITARY SCHOOLS COMPLETED (Active Duty, Reserve Status or as Civilian)

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	DATE COMPLETED	
1.			RESIDENT
			CORRESPONDENCE
			AGENCY-SPONSORED
2.			RESIDENT
			CORRESPONDENCE
			AGENCY-SPONSORED
3.			RESIDENT
			CORRESPONDENCE
			AGENCY-SPONSORED
4.			RESIDENT
			CORRESPONDENCE
			AGENCY-SPONSORED
5.			RESIDENT
			CORRESPONDENCE
			AGENCY-SPONSORED

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2. LOCATION (Country, City)

3. DIRECTORATE/OFFICE OR DIVISION, BRANCH

5. GRADES HELD IN JOB

1. INCLUSIVE DATES From- To- by month & year)

2. LOCATION (Country, City)

3. DIRECTORATE-OFFICE OR DIVISION, BRANCH

4. TITLE OF JOB

5. GRADES HELD IN JOB	
-----------------------	--

6. DESCRIPTION OF DUTIES

1. INCLUSIVE DATES (From-To-by month & year)

2. LOCATION (Country, City)

3. DIRECTORATE-OFFICE OR DIVISION, BRANCH

4. TITLE OF JOB

5. GRADES HELD IN JOB	
-----------------------	--

6. DESCRIPTION OF DUTIES

SECTION VIII

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1. INCLUSIVE DATES (From-To-by month & year)		2. LOCATION (Country, City)		3. DIRECTORATE-OFFICE OR DIVISION, BRANCH	
4. TITLE OF JOB				5. GRADES HELD IN JOB	
6. DESCRIPTION OF DUTIES					

1. INCLUSIVE DATES (From-To-by month & year)		2. LOCATION (Country, City)		3. DIRECTORATE-OFFICE OR DIVISION, BRANCH	
4. TITLE OF JOB				5. GRADES HELD IN JOB	
6. DESCRIPTION OF DUTIES					

1. INCLUSIVE DATES (From-To-by month & year)		2. LOCATION (Country, City)		3. DIRECTORATE-OFFICE OR DIVISION, BRANCH	
4. TITLE OF JOB				5. GRADES HELD IN JOB	
6. DESCRIPTION OF DUTIES					

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QUALIFICATIONS UPDATE

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING, TYPE OR PRINT, AVOID USING LIGHT COLORED INKS

Now that your qualifications are a matter of computer record, they must be periodically updated. This is done automatically for much information; however, some must be obtained directly from you. This form is for that purpose.

Section I must be completed in all cases. You need provide other information only if there have been changes since you submitted your Form 444, "Qualifications Supplement to the Personal History Statement," or a previous update form. If you are in doubt whether information has been previously submitted, enter it in the appropriate section. The signed and dated form should be returned through administrative channels to the File Room, Office of Personnel, Room 5E-13 Headquarters, whether information is added or not.

Additionally, a qualifications update may take place at any time there is information to be added or changed simply by completing and returning an update form on your initiative.

SECTION I BIOGRAPHIC AND POSITION DATA

EMP. SER. NO.	NAME (Last-First-Middle)	DATE OF BIRTH	SO
---------------	--------------------------	---------------	----

SECTION II EDUCATION

HIGH SCHOOL

LAST HIGH SCHOOL ATTENDED	ADDRESS (City, State, Country)	YEARS ATTENDED (From-To)	GRADUATE <input type="checkbox"/> YES <input type="checkbox"/> NO
---------------------------	--------------------------------	--------------------------	--

COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT		YEARS ATTENDED FROM--TO--	DEGREE RECEIVED	YEAR RECEIVED	NO. SEM/QTR. HRS. (Specify)
	MAJOR	MINOR				
1.						
2.						

IF GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT.

TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS

OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS
1.				
2.				

SECTION III MARITAL STATUS

1. PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Annulled, Remarried) SPECIFY:

2. NAME OF SPOUSE (Last) (First) (Middle) (Maiden)

3. DATE OF BIRTH 4. PLACE OF BIRTH (City, State, Country)

5. OCCUPATION 6. PRESENT EMPLOYER

7. CITIZENSHIP 8. FORMER CITIZENSHIP(S) COUNTRY(IES) 9. DATE U.S. CITIZENSHIP ACQUIRED

SECTION IV DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE

NAME	RELATIONSHIP	DATE AND PLACE OF BIRTH	CITIZENSHIP	PERMANENT ADDRESS
1. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE				
2. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE				

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FORM 10-68 USE PREVIOUS EDITIONS

SECRET

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GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL

SECTION V

NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	KNOWLEDGE ACQUIRED BY--CHECK (X)			
				RESI- DENCE	TRAVEL	STUDY	WORK ASSIGN- MENT
1.							
2.							

SECTION VI

TYPING AND STENOGRAPHIC SKILLS

1. TYPING (WPM)	2. SHORTHAND (WPM)	3. INDICATE SHORTHAND SYSTEM USED--CHECK (X) APPROPRIATE ITEM.	
		<input type="checkbox"/> GREGG	<input type="checkbox"/> SPEEDWRITING <input type="checkbox"/> STENOTYPE <input type="checkbox"/> OTHER SPECIFY:

SECTION VII

SPECIAL QUALIFICATIONS

PROVIDE INFORMATION ON HOBBIES, SPORTS, LICENSES, PUBLISHED MATERIALS OR DEVICES WHICH YOU MAY HAVE INVENTED.

SECTION VIII

MILITARY SERVICE

CURRENT DRAFT STATUS

1. HAS YOUR SELECTIVE SERVICE CLASSIFICATION CHANGED?	2. NEW CLASSIFICATION
<input type="checkbox"/> YES <input type="checkbox"/> NO	
3. LOCAL SELECTIVE SERVICE BOARD NUMBER AND ADDRESS	4. IF DEFERRED, GIVE REASON

MILITARY RESERVE, NATIONAL GUARD STATUS

CHECK RESERVE OR GUARD ORGANIZATION TO WHICH YOU BELONG	<input type="checkbox"/> ARMY	<input type="checkbox"/> MARINE CORPS	<input type="checkbox"/> COAST GUARD	<input type="checkbox"/> NATIONAL GUARD
	<input type="checkbox"/> NAVY	<input type="checkbox"/> AIR FORCE	<input type="checkbox"/>	<input type="checkbox"/> AIR NATIONAL GUARD
1. CURRENT RANK, GRADE OR RATE	2. DATE OF APPOINTMENT IN CURRENT RANK	3. EXPIRATION DATE OF CURRENT OBLIGATION		
4. CHECK CURRENT RESERVE CATEGORY <input type="checkbox"/> READY RESERVE <input type="checkbox"/> STANDBY(<i>active</i>) <input type="checkbox"/> STANDBY(<i>inactive</i>) <input type="checkbox"/> RETIRED <input type="checkbox"/> DISCHARGED				
5. MILITARY MOBILIZATION ASSIGNMENT		6. RESERVE UNIT TO WHICH ASSIGNED OR ATTACHED		

MILITARY SCHOOLS COMPLETED (*Extended Active, Reserve Duty, or as Civilian*)

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	DATE COMPLETED	
			<input type="checkbox"/> RESIDENT
			<input type="checkbox"/> AGENCY-SPONSORED

SECTION IX

PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS

NAME AND CHAPTER	ADDRESS (<i>Number, Street, City, State, Country</i>)	DATE OF MEMBERSHIP	
		FROM	TO
1.			
2.			
3.			

SECTION X

REMARKS

DATE	SIGNATURE OF EMPLOYEE

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SECRET

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HARTY, WELFARE ORG	TYPYST 40 BUT LESS THAN 60 WPM	1 YRS CLERK	013776	SHIRLEY F	PERS GS	07 SP	23600C
OCAL, TRADE OR COMMCL	TYPYST 40 BUT LESS THAN 60 WPM	UNSPST STUDY	013776	SHIRLEY F	PERS GS	07 SP	23600C
OWARD UNIV DC	LIBERAL ARTS, GENERAL	SOPH STUDY	013776	SHIRLEY F	PERS GS	07 SP	23600C
OLLAGE OR UNIV	OFFICE SERVICES, GENERAL N.E.C.	2 YRS CLERK	013776	SHIRLEY F	PERS GS	07 SP	23600C
ISTRICT OF COLUMBIA	TYPYST 40 BUT LESS THAN 60 WPM	1 YRS CLERK	013776	SHIRLEY F	PERS GS	07 SP	23600C
OUSING & HOME FINANCE AG	TYPYST 40 BUT LESS THAN 60 WPM	4 YRS CLERK	013776	SHIRLEY F	PERS GS	07 SP	23600C
EPARTMENT OF AGRICULTURE GRAD	BUSINESS ADMINISTRATION, GENERAL	UNSPST STUDY	013776	SHIRLEY F	PERS GS	07 SP	23600C
OFFICE OF PERSONNEL	APPOINTMENT PROCESSING & SERVICE R	8 YRS CLERK	013776	SHIRLEY F	PERS GS	07 SP	23600C
OFFICE OF PERSONNEL	APPOINTMENT PROCESSING & SERVICE R	7 YRS FOREMAN, SUPT SUPR	013776	SHIRLEY F	PERS GS	07 SP	23600C

CONGOV CIVILIAN EMPLOYM OFFICE SERVICES, GENERAL N.E.C.	0 YRS CLERK	016046	MARY E	PERS GS	06 SP	26400C
CONCL, TRADE OR COMMCL STENO-SHORTHAND 80 BUT LESS THAN 1	UNSPST STUDY	016046	MARY E	PERS GS	06 SP	26400C
PUBLIC HEALTH SERVICES, -HE TABULATING EQUIPMENT	2 YRS OPERATOR, TABULATO	016046	MARY E	PERS GS	06 SP	26400C
OFFICE OF CENTRAL REFEREN	TYPYST 40 BUT LESS THAN 60 WPM	9 YRS CLERK	MARY E	PERS GS	06 SP	26400C
OFFICE OF PERSONNEL	PERSONNEL PLACEMENT	4 YRS CLERK	MARY E	PERS GS	06 SP	26400C

OLY CROSS COL MASS	PHILOSOPHY, GENERAL	BACH STUDY	009295	JAMES J	PERS GS	15 SP	10000C
APR & ALLIED PRODUCTS M MARKET RESEARCH	2 YRS PRACTITIONER N.E.C	2 YRS PRACTITIONER N.E.C	009295	JAMES J	PERS GS	15 SP	10000C
COLLEGE OR UNIV	JOURNALISM	UNSP STUDY	009295	JAMES J	PERS GS	15 SP	10000C
APR & ALLIED PRODUCTS M SALES	2 YRS TECHNICAL SALES OR	UNSP STUDY	009295	JAMES J	PERS GS	15 SP	10000C
ILITARY TRAINING SCHOOLS COMMUNICATIONS, GENERAL	2 YRS MAJOR OR LT COR	UNSP STUDY	009295	JAMES J	PERS GS	15 SP	10000C
AVAIL COMVO - (NAVSECGRU) COMMUNICATIONS, GENERAL	2 YRS MAJOR OR LT COR	2 YRS MAJOR OR LT COR	009295	JAMES J	PERS GS	15 SP	10000C
ODUSTRIAL QUAL (CONCUNT CRYPTOGRAPHY	2 YRS ANALYST OF INFORMA	2 YRS ANALYST OF INFORMA	009295	JAMES J	PERS GS	15 SP	10000C
UNITED STATES GOVERNMENT	COMMUNICATION SECURITY MEASURES GE	1 YRS RESEARCH	009295	JAMES J	PERS GS	15 SP	10000C
ARMY GENERAL STAFF	RUSSIA	1 YRS ACADEMIC STUDY	009295	JAMES J	PERS GS	15 SP	10000C
COLLEGE OR UNIV	WAGE AND SALARY	3 YRS MAJOR OR LT COR	009295	JAMES J	PERS GS	15 SP	10000C
AVAIL PERSONNEL & ADMIN	POLITICAL SCIENCE (GOVERNMENT), GE	UNSP STUDY	009295	JAMES J	PERS GS	15 SP	10000C
COLLEGE OR UNIV							

OCENTL, TRADE OR COMMCL STENO-SHORTHAND 80 BUT LESS THAN 1	UNSPST STUDY	017581	MARIAN F	PERS GS	09 SF	10500C
IMITED PRICE VARIETY STR OFFICE SERVICES, GENERAL N.E.C.	7 YRS FOREMAN, SUPT SUPR	017581	MARIAN F	PERS GS	09 SF	10500C
ED BU OF INVESTIGATION J FINGERPRINT CLASSIFICATION	3 YRS CLERK	017581	MARIAN F	PERS GS	09 SF	10500C
IFE INS CO	OFFICE SERVICES, GENERAL N.E.C.	7 YRS CLERK	MARIAN F	PERS GS	09 SF	10500C
NS AGENT, BROKER, SERVICE	BOOKKEEPING	1 YRS CLERK	MARIAN F	PERS GS	09 SF	10500C
FFICE OF FINANCE	AUDITING-AGENCY	2 YRS CLERK	MARIAN F	PERS GS	09 SF	10500C
FFICE OF FINANCE	FINANCIAL MANAGEMENT-AGENCY	6 YRS ADMINISTRATIVE ASS	MARIAN F	PERS GS	09 SF	10500C
ODUSTRIAL QUAL (CONCUNT	TYPYST 40 BUT LESS THAN 60 WPM	ARTISAN, CRAFTSMAN	MARIAN F	PERS GS	09 SF	10500C
		4 YRS ADMINISTRATIVE ASS	MARIAN F	PERS GS	09 SF	10500C

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